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PowerPlay(R)

PowerPlay Web User's Guide

Product Information

This document applies to PowerPlay [R] Web Version 7.1 and may also apply to subsequent releases. To check for newer versions of this document, visit the Cognos support Web site (http://support.cognos.com).

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Table of Contents

Welcome

What Is in This Document

The PowerPlay Web documentation is HTML-based help that shows you how to view, explore, format, and distribute PowerPlay reports using your Web browser. You need have only a Web browser and Adobe Acrobat Reader installed on your computer to open data from PowerPlay Enterprise Server.

Use Cognos PowerPlay Web to:

- view reports and multidimensional cube data
- add calculations to your data
- choose from a variety of graphical display formats
- create your own reports
- send email notification of changes occurring in your data
- publish your reports to Upfront for your colleagues to view

From within the PowerPlay Web online help, you can click the following link to open a printable version of this document (PDF).

What You Need to Know to Use This Product Effectively

If you are new to PowerPlay Web, we recommend that you take the PowerPlay Web Quick Tour.

For more information about the PowerPlay Web Quick Tours, see Quick Tours.

Other Information

Our documentation includes user guides, tutorial guides, reference books, and other pieces to meet the needs of our varied audience.

All information is available in online help. Online help is available from the Help button in a Web browser, or the Help menu and Help button in Windows products.

The information in each online help system is available in online book format (PDF). However, the information from a given help system may be divided into more than one online book. Use online books when you want a printed version of a document or when you want to search the whole document. You can print selected pages, a section, or the whole book. Cognos grants you a non-exclusive, non-transferable license to use, copy, and reproduce the copyright materials, in printed or electronic format, solely for the purpose of providing internal training on, operating, and maintaining the Cognos software.

In Windows products, online books are available from the Windows Start menu (Cognos) and from the product Help menu (Books for Printing). In a Web browser, online books may be available from the Welcome section of the help system, or from within the Cognos Web portal (Upfront). All online books are available on the Cognos documentation CD.

You can also read the product readme files and the installation guides directly from the Cognos product CDs.

Only the installation guides are available as printed documents.

Questions or Comments?

For additional technical information about using PowerPlay Web, visit the Cognos support Web site (http://support.cognos.com).

Chapter 1: Quick Tours

If you are new to PowerPlay Web, we recommend that you take a PowerPlay Web Quick Tour:

- If you are using the Enhanced interface (your Web browser is Microsoft Internet Explorer 5.5 or higher), take the PowerPlay Web Enhanced Quick Tour.
- If you are using the Dynamic user interface (your Web browser is Netscape, or Microsoft Internet Explorer 5.01 or higher), take the PowerPlay Web Dynamic Quick Tour.

Chapter 2: Get Started

Use PowerPlay Web to view and explore reports using your Web browser. Within PowerPlay Web, you can open reports in PowerPlay Web Viewer in PDF format or PowerPlay Web Explorer in an interactive format, depending on how the report was created. These reports can be opened from Upfront or from the PowerPlay Web Table of Contents. Upfront is the Web interface for Cognos enterprise applications and other Web data. You can open reports from either source. For information about using Upfront, see the Upfront online help.

Reports created in other PowerPlay client applications open in PowerPlay Web Viewer and give you a fast way to view and analyze data. With PowerPlay Web Viewer, you can see information that is important to you. Then, you can either print the information or further explore the report by opening it in PowerPlay Web Explorer.

Other reports or cubes that are Web accessible open in PowerPlay Web Explorer so you can explore the data, change the information in the report, add calculations, and change how the information appears. You can also save the results for other PowerPlay Web users.

The PowerPlay Web Table of Contents

The PowerPlay Web Table of Contents lists the cubes and reports that you can open. When you click a report, identified by the report icon, PowerPlay Web Viewer opens and shows a report that was created in another PowerPlay client application. You can print the report and you can also open it in PowerPlay Web Explorer if you want to explore the report further. When you click a cube, identified by the cube icon, PowerPlay Web Explorer opens; you can explore the data by choosing dimensions, performing calculations, and other activities.

Reports and cubes can also be organized into folders in the PowerPlay Web Table of Contents by your administrator.

If your administrator has made the PowerPlay Web Table of Contents available to you, you access it from your Web browser. If you are opening reports from Upfront, you will have a different URL and you will not see the PowerPlay Web Table of Contents. For more information about opening items from Upfront, see the Upfront online help.

Open a Report

Reports you open are created by report authors using another PowerPlay client application, and either published to Upfront or added to PowerPlay Enterprise Server by your administrator.

Steps

- From the PowerPlay Web Table of Contents, click an entry identified by the report icon.

  The reports opens in PowerPlay Web Viewer (p. 11) in PDF format. If the report author has defined prompts for the report, the Modify Reports page (p. 12) opens so you can select the information you want to see in the report.

Open a Cube

A cube is a multidimensional data source that contains measures (data) organized into dimensions. Cubes are created by your administrator and added to PowerPlay Enterprise Server or Upfront.

Steps

- From the PowerPlay Web Table of Contents, click an entry identified by the cube icon.

  The cube opens in PowerPlay Web Explorer (p. 17) and shows the first two dimensions as the rows and columns.

Set Preferences

You can specify regional settings, such as a time zone and currency, and select languages if your PowerPlay administrator has enabled these settings.

Select Regional Settings

You can format the numeric values of your query results using the settings of a specific country or region. For example, some regions of Europe use a period (.) as the thousands separator. The Locale box contains many different regions. If the region you want is not in the list, your PowerPlay administrator can add it for you. The availability of this feature and the individual regions shown in the Locale box are controlled by your PowerPlay administrator.

Steps

1. From the PowerPlay Web Table of Contents, click the Preferences tab.

   If you opened a cube or report from the PowerPlay Web Table of Contents, you can click the Return to Source button to go to the Table of Contents page. If you opened a report from Upfront, contact your administrator.
2. In the Locale box, select the region you want to use.

Select a Language

You can select the language to use in the PowerPlay Web interface. This selection overrides the language specified in your Web browser. When you change your selection, all elements change, including the help.

For information about setting language preferences, see the help for your Web browser.

Steps

1. From the PowerPlay Web Table of Contents, click the Preferences tab.

   If you opened a cube or report from the PowerPlay Web Table of Contents, you can click the Return to Source button to go to the Table of Contents page. If you opened a report from Upfront, contact your administrator.
2. In the Language box, select the language you want to use.

Chapter 3: PowerPlay Web Viewer

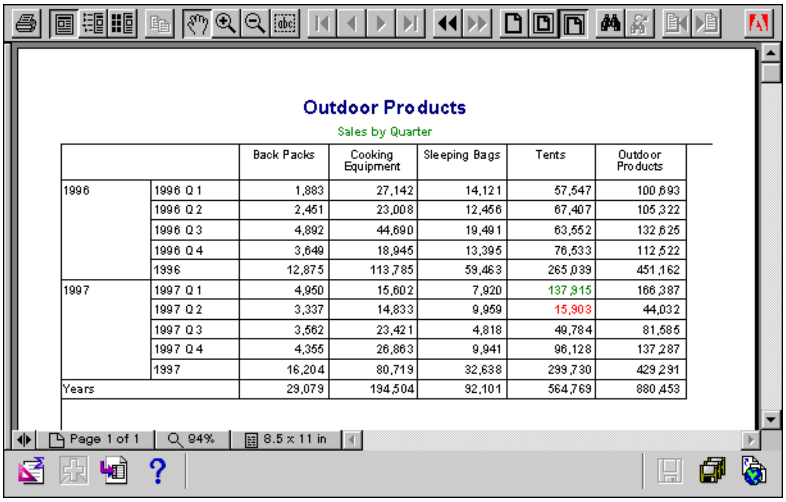
PowerPlay Web Viewer allows you to view and analyze reports created by report authors in PowerPlay for Windows. With high resolution formatting, PowerPlay Web Viewer provides high quality reports on the Web.

Depending how the report was published, you can customize the report to show the information you want to see in PowerPlay Web Viewer. Prompts can be added by the report author when they publish the report to Upfront. Prompts allow report consumers to select dimensions and filters, and change other settings in the report such as currency, long or short names, and row and column alignment at the time they view the report.

You can either print the information or open the report in PowerPlay Web Explorer if you want to explore the report further.

The PowerPlay Web Viewer Interface

Reports appear as PDF files in the Adobe Acrobat Reader in your Web browser, as shown below, or in a separate window, depending on how the reader was installed. You can use any of the available Adobe Acrobat Reader commands to view and print (p. 60) the report.


Outdoor Products

Sales by Quarter

		Back Packs	Cooking Equipment	Sleeping Bags	Tents	Outdoor Products
1996	1996 Q 1	1,883	27,142	14,121	57,547	100,693
	1996 Q 2	2,451	23,008	12,456	67,407	105,322
	1996 Q 3	4,892	44,690	19,491	63,552	132,625
	1996 Q 4	3,649	18,945	13,395	76,533	112,522
	1996	12,875	113,785	59,463	265,039	451,162
1997	1997 Q 1	4,950	15,602	7,920	137,915	166,387
	1997 Q 2	3,337	14,833	9,959	15,903	44,032
	1997 Q 3	3,562	23,421	4,818	49,784	81,585
	1997 Q 4	4,355	26,863	9,941	96,128	137,287
	1997	16,204	80,719	32,638	299,730	429,291
Years		29,079	194,504	92,101	564,769	880,453

The PowerPlay Web Viewer commands are available by using the buttons on the toolbar at the bottom of your Web browser. If you want to open other reports, you can click the Return to Source button to take you back to Upfront or the PowerPlay Web Table of Contents. For more information about saving reports, see "Publish Reports to Upfront" (p. 53) or "Replace Reports in Upfront" (p. 53).

Reports created in other PowerPlay client applications may include different categories of information by using layers. In PowerPlay Web Viewer, each layer in a report appears on a separate page. To change layers, scroll to the next page in the report. As well, where enabled by your administrator, you can view explanations about each category in the report (p. 35) or drill through the report to reveal more information (p. 35).

Change the Report Filters and Settings

Depending on how the report was created, you may be able to choose what information you see when you open the report. For example, the report author has included prompts to let you choose years and products for the report. When you open the report, the Modify Report page appears where you can specify the years and products you want to see in the report. After you make your selections, the report appears with the information you selected.

If you want to change your selections, you can return to the Modify Report page, make your changes, and view the report again. Each time you change the settings, the report is refreshed and the new information is shown. The Modify Report page is only available if the report author has included prompts in the report.

The filters and settings from which you can select are set by the report author. You may not have access to all of the filters and settings described.

- dimensions and filters

  Dimensions are a broad grouping of descriptive data about a major aspect of a business, such as products, dates, or markets. Dimensions are represented by the rows and columns in a report. Each dimension appears on the dimension line of the Modify Report page, and you can select the dimensions you want to see in the report. For example, selecting Mass Marketer from the Channels menu narrows the scope of the report to the information for that channel.

  Choose dimensions to change the information in your report. If you choose a dimension associated with the rows or columns in the report, you can drill down and drill up by selecting other categories in the folder.

  You can also choose dimensions to filter information in the report. If you choose a dimension that is not associated with the rows or columns in the report, the data in the report changes to reflect the new filter.

  The dimension line is shown in the following illustration. The report author settings determine how the dimensions appear in the dimension line.

- row and column content

  You can swap the categories that currently appear in one area, such as the column area, with those in another area, such as the row area. For example, you may want products, which appear in the row area, to appear in the column area instead. Swapping the rows and columns allows you to change the perspective of the report or make the report fit better in the display.
- zero suppression

  You can suppress unnecessary information such as zeros, missing values that appear as 'na' or zeros, and the result of dividing by zero. For example, if a row contains all zeros, you may want to suppress that row. You can do this for rows, columns, or both.
- short headings

  Headings apply to the category names used in the cube from which the report was created. You can select whether you want to view the long or short headings in your report.
- currency and currency format

  You can set the currency that is used in the report, and how the currency is formatted. The settings you choose will be used in the report, even if the report was created using another currency.

Steps

1. From the PowerPlay Web Viewer toolbar, click the Change Report Settings button.

   The Modify Report page also appears when you first open the report from the PowerPlay Web Table of Contents or from Upfront.
2. Select the information you want in the report, and click OK.

   Tip: To remove all filters from all dimensions, click the Reset Dimensions button on the dimension line.

Explore Reports

PowerPlay Web Viewer allows you to view reports created in other PowerPlay client applications. If you want to further explore the data or change the report, you can open the report in PowerPlay Web Explorer.

Steps

- From the PowerPlay Web Viewer toolbar, click the Explore button.

  The report opens in PowerPlay Web Explorer (p. 17) in your Web browser. You can change the report by selecting measures and dimensions, or by drilling down or drilling up to change the focus of the report.

Accessible Reports

Cognos is committed to assisting people with disabilities, and promotes initiatives that make workplaces and technologies accessible. With Series 7 Version 2, Cognos introduces its report-reading solution for accessibility.

Using PowerPlay Web Viewer, you can open PowerPlay Web reports using screen reading technology. When accessibility is enabled in PowerPlay Enterprise - Server Administration, PowerPlay reports are published with markup tags that screen readers can read if the reports are in PDF format.

Using screen reading technology, you have full access to

- the Modify Report page

  From the Modify Report page, you can modify the PowerPlay Web Viewer report settings. For information about modifying PowerPlay Web Viewer reports, see "Change the Report Filters and Settings" (p. 12)

- PowerPlay Web Viewer reports

  Although the PowerPlay Web Viewer reports are accessible, the links from within these reports are not. For example, if you click the Explore button in PowerPlay Web Viewer, the report opens in PowerPlay Web Explorer but is not accessible to screen readers.

  Tip: To return to PowerPlay Web Viewer reports from Web pages that are not accessible to screen reader technology, click the Back button in your Web browser.

Using the Accessible Modify Report Page

There are a number of ways you can access information and make selections in the Modify Report page. For example, you can use quick access keys to move to a specific area in the page, and then use different key combinations to make selections.

Quick Access Keys

You can use the quick access keys listed in the table below to move the screen reader to specific areas in the Modify Report page. You will have access to these areas of the Modify Report page only if your PowerPlay Web administrator has made them available to you.

Quick Access Keys	Description
Alt + M	Moves the screen reader to the dimension line section.
Alt + Z	Moves the screen reader to the Options section.
Alt + R	Moves the screen reader to the Currency and Format section.

Quick Access Keys	Description
Alt + O	Activates the OK button.
Alt + C	Activates the Cancel button.

Note

- All other accessibility tags conform to the Microsoft standard for accessibility.

Dimension Line Section

Use the following keys or key combinations to access information and make selections in the dimension line section of the Modify Report page.

Keys	Description
Tab	Accesses the first control in the dimension line section, or to moves from one drop-down list box to the next.
Alt + 1, 2, 3, 4, 5, 6, 7, 8, 9	Moves to individual drop-down list boxes.
Alt + 0	Moves to the last drop-down list box.
Shift + Tab	Moves backward among the drop-down list boxes.
Alt + Down Arrow	Expands the items in a drop-down list box.
Down Arrow	Moves down through the items in a drop-down list box.
Up Arrow	Moves up through the items in a drop-down list box.
Enter	Makes a selection. **Note** • Each time the Enter key is pressed to make a selection, the Modify Report page refreshes and the screen reader returns to the beginning of the page.

Options Section

Use the following keys or key combinations to access information and make selections in the Options section of the Modify Report page.

Keys	Description
Tab	Accesses the first control in the Options section, or to moves from one Option control to the next.
Space Bar	Toggles the state of the check box.
Alt + Down Arrow	Expands the items in a drop-down list box.
Down Arrow	Moves down through the items in a drop-down list box.

Keys	Description
Up Arrow	Moves up through the items in a drop-down list box.
Enter	Makes a selection. **Note** • Each time the Enter key is pressed to make a selection, the Modify Report page refreshes and the screen reader returns to the beginning of the page.

Currency and Format Section

Use the following keys or key combinations to access information and make selections in the Currency and Format section of the Modify Report page.

Keys	Description
Tab	Accesses the first control in the Options section, or to moves from one Option control to the next.
Space Bar	Toggles the state of the check box.
Alt + Down Arrow	Expands the items in a drop-down list box.
Down Arrow	Moves down through the items in a drop-down list box.
Up Arrow	Moves up through the items in a drop-down list box.
Enter	Makes a selection. **Note** • Each time the Enter key is pressed to make a selection, the Modify Report page refreshes and the screen reader returns to the beginning of the page.

Using the Accessible PowerPlay Web Viewer Report Page

There are a number of ways you can access information and make selections in the PowerPlay Web Viewer report page. For example, you can use quick access keys to move to a specific area in the page, and then use different key combinations to make selections.

Quick Access Keys

You can use the quick access keys listed in the table below to move the screen reader to specific areas in the PowerPlay Web Viewer report page. You will have access to these areas only if your PowerPlay Web administrator has made them available to you.

Quick Access Keys	Description
Alt + Y	Moves to the toolbar. **Note** • To use this quick access key, your Web browser must be the active window (not Adobe Acrobat Reader). To toggle between your Web browser and Adobe Acrobat Reader, press **Cntrl + Tab**.

PowerPlay Web Viewer Report Page

Use the following keys or key combinations to access information in the PowerPlay Web Viewer report page.

Keys	Description
Tab	Accesses the first control in the report, or moves from one report control to the next.

Chapter 4: PowerPlay Web Explorer

PowerPlay Web Explorer gives you a multidimensional approach to business analysis. It brings together the key dimensions of your business and lets you explore any combination of data: up, down, and across the critical dimensions. You can look at the impact that each area of your business has on overall results and compare that with other dimensions as you explore further. For example, you can examine sales in South America during 1998, then filter your analysis for a specific product line and a specific sales channel.

PowerPlay Web uses multidimensional data sources called cubes. A cube structures information so that you can explore the interactions between different dimensions of your business. For example, a Sales cube might structure information into dimensions such as Product Line, Sales Representatives, Channels, and Locations.

Your PowerPlay Web administrator creates and publishes the cubes that you use.

From your Web browser, you can

- explore information, either one dimension at a time or using multiple levels from the same or different dimensions (these are called nested categories)
- compare data using quantitative measures such as revenue and profit margin
- add your own calculations to the results
- show information as actual values, as percentages, or as different currencies
- filter data
- suppress, highlight, and sort values
- choose the type of display, such as crosstab, pie chart, or bar chart, and the amount of data shown
- swap rows and columns, limit the number of rows and columns in the display, reorder the measures for your data
- drill down to lower-level categories
- drill through to details in Cognos Query, Impromptu Web Reports, or another PowerPlay cube
- send a notification of a defined event occurring in your data
- publish, export, print, or bookmark reports

The PowerPlay Web Explorer Interface

When you open a cube in PowerPlay Web Explorer, the data appears in one of these interfaces:

- Generic interface

  The Generic interface is based on a generic HTML style and is recommended if you use a dial-in Web connection or are accessing larger cubes. This interface is available in all Web browsers.
- Dynamic interface

  The Dynamic interface is based on a dynamic HTML style and is available if you use Netscape or Internet Explorer 5.01 or higher as your Web browser.
- Enhanced interface

  The Enhanced interface is based on enhanced Internet Explorer support and is available if you use Internet Explorer 5.5 or higher as your Web browser.

Your PowerPlay Web administrator establishes the interface setting for your PowerPlay Web Explorer reports.

PowerPlay Reports

PowerPlay Web Explorer lets you view and work with cube data in a Web browser. A PowerPlay report shows the query results generated in HTML format by the PowerPlay server. A report contains

- a dimension line that you use to filter the data from each dimension in the cube
- a display, which shows the data from the cube
- in the Enhanced interface, a dimension viewer that shows the hierarchical structure of the data

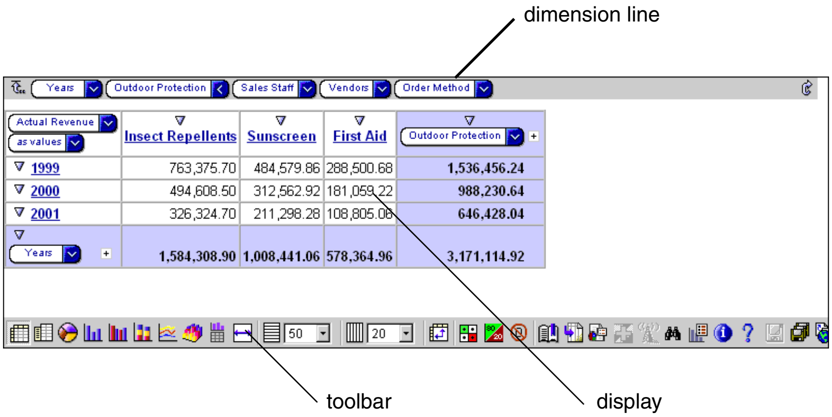
  You can also use the dimension viewer to filter the data from each dimension in the cube.
- a toolbar that you use to select different displays, apply suppression, and export or save your report

  Your administrator decides which buttons are available to you in the PowerPlay Web toolbar. No PowerPlay Web Explorer controls appear in the menus and toolbars of your Web browser.

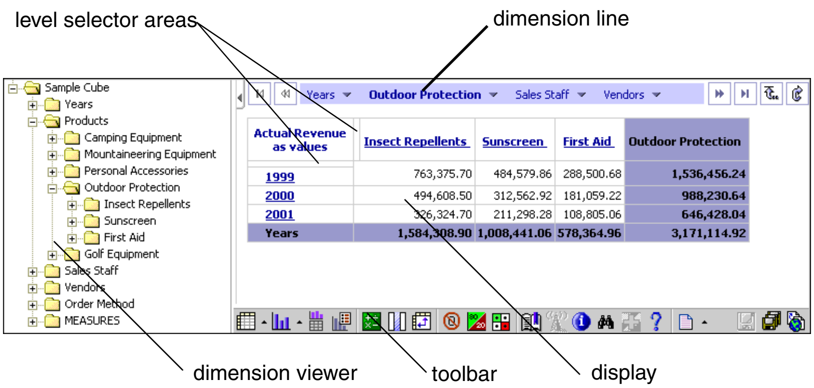
The dimension line appears at the top, the display is in the middle, and the toolbar is across the bottom of your Web browser window. In the Enhanced interface, the dimension viewer appears on the left of your Web browser window.

The differences between the Dynamic and Enhanced interfaces are shown in the following illustrations.

Dynamic Interface



Enhanced Interface



Exploring Reports in the Enhanced Interface

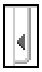
When you explore reports in the Enhanced interface, there are a number of ways you can view information and perform actions on the data. For example, you can drag and drop and right-click throughout the Enhanced interface.

Dimension Viewer

The dimension viewer shows a full tree view of the dimensions and measures in a cube. This view helps you understand the data structure and find the items you require. In the dimension viewer, you see an organized view of all dimensions, levels, and categories in a selected cube in a Windows folder-like presentation. You can drag items from the dimension viewer to add categories to rows and columns, perform filtering, and reorganize the dimension line on either a crosstab or a chart. You can also right-click the categories to perform actions on the data.

In the dimension viewer, the following actions can be accomplished using drag and drop or right-clicking:

- change a row or column
- change a measure
- create a nested crosstab or chart
- filter



If you prefer to use the full browser window for the display, you can close the dimension viewer by clicking the Hide/Show Dimension Viewer button.

Dimension Line

You can use the dimension line to add categories to rows and columns, and filter the data in the cube. You can drag items from the dimension line to the crosstab or chart, or you can right-click the categories to view information about the data.

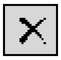
Display

In the PowerPlay Web display, you can right-click to perform actions that are associated with individual data elements. When you right-click the row and column headings, or data cells, the available actions appear in a flyout menu.

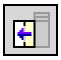
Level Selector Toolbar

You can left-click the row and column level selector areas to open the level selector toolbar. The level selector toolbar contains the following toolbar buttons:

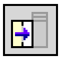
- Expand button
  Expands the category to show the next level of data.



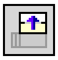
- Delete button
  Deletes the level of data shown.



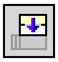
- Swap Left button
  The selected row category becomes the parent of the nested level.



- Swap Right button
  The selected row category becomes the nested level.

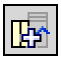


- Swap Up button
  The selected column category becomes the parent of the nested level.



- Swap Down button
  The selected column category becomes the nested level.

- Down a Level button
  The data changes to show the next-lower level of data in the category.



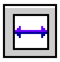
- Up a Level button
  The data changes to show the next-higher level of data in the category.

- Explain button
  Shows an explanation of the information you are exploring.

Toolbar

Many of the controls in the Enhanced interface are available from menus or dialog boxes that you open from the toolbar.

For example, to use the best horizontal scaling for a chart in the Enhanced interface, you would click the Display Options button on the toolbar, and in the Display Options dialog box, select the Fit Charts check box.



To use the best horizontal scaling for a chart Dynamic interface, you would click the Fit Charts button on the toolbar.

For information about where to find specific controls, see the steps for the action you want to perform.

The steps in this document describe how you perform activities in the Enhanced interface. You can see detailed steps for activities in the Dynamic interface by clicking the "View Steps in the Dynamic interface" link in individual topics. For more information, see "Steps in the Dynamic Interface" (p. 63).

View a Chart and Table Together

You can improve your presentation and analytical capabilities by viewing a crosstab and a chart together in one browser window. In the split view, both displays use the same data and remain synchronized if you drill or filter in one view.

You can save split views with PDF exports and bookmarks created in PowerPlay Web Explorer. You can also save split views by publishing your report to Upfront.

Steps

- With the report open, click the Split View button on the PowerPlay Web toolbar.
  By default, a bar chart and a crosstab appear. You can use the crosstab and chart flyout menus on the toolbar to change the crosstab or the chart display.

Tip

- To return to a single view of the data, click the Split View button again.

View Steps in the Dynamic interface

Choose Categories

When you open a new report, the categories from the first two dimensions on the dimension line appear as the rows and columns. To explore the categories from other dimensions, choose categories to replace the current categories or add nested categories (p. 27) to the report.

A category is a set aspect of your business, represented by a row or column in a crosstab. Your PowerPlay administrator organizes categories into the dimensions of a cube. Each dimension appears as a folder in the dimension viewer, and on the dimension line of your report. For example, the dimensions in a cube may include Years, Locations, Products, and Channels. The intersection of all the categories on the dimension line are calculated to give you the values for your report.

Categories appear as hyperlinks in the report. When you click a category, its child categories replace the categories in the report. When you click a summary category, the parent categories replace the child categories in the report.

You can also add any calculated categories that your PowerPlay Web administrator may have defined in a cube so you can analyze specific combinations of data.

Steps

1. In the dimension viewer, expand the dimensions to locate the category you want to show in the display.
2. Click the category, and then drag it to the column heading area or the row heading area.

Tips

- You can also right-click the category in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To choose categories from the dimension line, click the dimension in the dimension line, and then click the category you want to show in the display.

View Steps in the Dynamic interface

Choose Measures

A measure is a quantifiable amount built into a cube. It is often used to gauge how a business is operating, such as in identifying performance indicators.

A measure may be

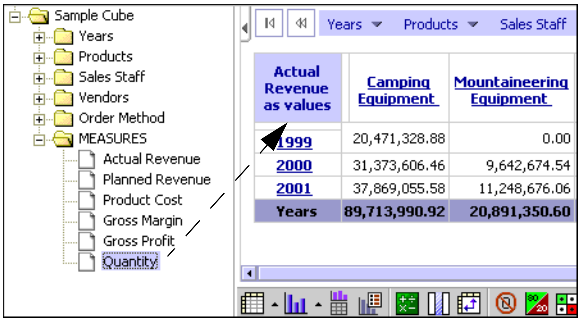
- a simple summary of available information such as number of units shipped, revenue, expenses, inventory levels, or quotas
- a calculated value such as revenue variance (forecast revenue minus actual revenue)

By default, PowerPlay Web uses the first measure in the list of measures. You can change the default order of the list (p. 42). You can change the measure used or you can use other measures defined by your administrator. For example, you use the Revenue measure to show the data for each product line. You can compare the product lines using the Cost measure instead, or you can change the measures in the report to compare the two as in the following illustration.

Actual Revenue as values	Actual Revenue	Product Cost	MEASURES
Camping Equipment	89,713,990.92	68,039,326.62	NA
Mountaineering Equipment	20,891,350.60	13,914,433.04	NA
Personal Accessories	31,894,465.86	20,181,923.08	NA
Outdoor Protection	3,171,114.92	1,382,952.08	NA
Golf Equipment	25,905,465.58	14,223,940.80	NA

Steps to Change the Measure Used

1. In the dimension viewer, expand the Measures folder to locate the measure you want to show in the display.
2. Click the measure, and then drag it to the Measure heading area in the display.



Tip

- To use the dimension line to change the measure used, choose one of the following options:
    - Click Measures in the dimension line, and then click the measure you want to show in the display.
    - Click Measures in the dimension line, and then drag the measure to the Measure heading area in the display.

View Steps in the Dynamic interface

Steps to View All Measures

- In the dimension viewer, right-click the Measures folder, and then click either Replace Rows or Replace Columns.

Tip

- To use the dimension line to view all measures, click Measures in the dimension line, and then drag the Measures to the row heading area or the column heading area.

View Steps in the Dynamic interface

Chapter 5: Explore Data

Use PowerPlay Web Explorer find specific categories or measures for your analysis, or to explore data by drilling down for more specific details or drilling up for a more general picture. You can also filter data to get the information you want. For example, if you only require sales information for Central Europe, you can filter the report so that only values for Central European sales appear. To further explore, you can nest child categories under a parent category or add calculations to show you the exact information you require. Depending on how the cube was created, you can even drill through the current cube to another cube, report, or data source.

Find Specific Dimensions or Measures

You can search the current report or cube to find specific dimensions or measures in your data. Finding specific items in highly complex and large dimensions can significantly speed up your analysis time.

When you search the current report, PowerPlay Web searches the data in the current display. When you search the cube, PowerPlay Web searches all the data in the cube.

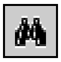
You can search for text in a category or measure based on the following criteria:

- contains
- begins with
- ends with

The search results provide the category name and full path. For example, searching in the Sample cube for Star Lite shows the following results:

Category	Path
Star Lite	Products/Camping Equipment/Tents

Steps



1. With the PowerPlay Web Explorer report open, click the Find button on the toolbar.
   The Find window opens in the lower half of your browser window.
2. In the Search String box, select the search criteria you want to use, and in the adjacent box, type the text to search for.
3. In the Find Text In box, choose whether to search a report or a cube.
4. In the Position box, choose whether to search Rows, Columns, or Rows and Columns.
   Tip: The Position box changes to a Dimension box when you select a Cube search. You can then limit the search to a particular dimension.
5. Click Find.
   The search results appear to the right of the Find box.
6. To view the data you were searching for in your PowerPlay Web Explorer report, select the category in the Results list and choose one of the following options:
   - If the category appears in the current report, click the Go To link to isolate the data in the report.
   - To filter the report on the returned category, click Filter.
   - To show the returned category in the report rows, click Replace Rows.
   - To show the returned category in the report columns, click Replace Columns.

Tip

- To find a specific item in your data, you can also right-click a category in the dimension viewer, and then click Find.

View Steps in the Dynamic interface

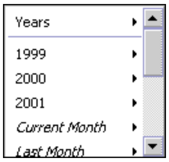
Drill Down and Drill Up

You can drill down and drill up to explore different aspects of your business and move between levels of information. For example, you can examine revenue for an entire product line and then drill down to see revenue for each individual product in the line. When you finish viewing individual product revenue, you can drill back up. After you familiarize yourself with the hierarchy, you can drill down and drill up multiple levels at a time. If you want to examine the impact of a single aspect of your business on the whole, you can drill down to the lowest-level category in a dimension.

When you drill down on a nested category, some information may be removed. For example, a report shows Years in the rows and Quarters as nested categories. If you drill down on a Quarter, the redundant Years level is removed. The available drill-down and drill-up features depend on the display type you choose.

Different Paths to a Category

Your PowerPlay administrator can define multiple paths in a dimension that lead to the same categories. A primary drill-down path is the main path in a dimension. An alternate drill-down path is another path in the same dimension leading to the same categories. For example, the main path of the Years dimension is by year and one of its alternate paths is by Current Month. Both of these paths drill down to the product categories.



Restricted Data Values

Your PowerPlay administrator can build security rules into cubes where data is sensitive, for example in financial applications. When PowerPlay shows a category level for which you do not have the correct security access, you will see the word "denied" instead of a data value. When you drill down on a category, you cannot view a lower level of a restricted data value. PowerPlay Web also shows the word denied for summary totals of a category that include this restricted data value.

Steps to Drill Down

- To drill down a level within one category in the PowerPlay Web display, click the column heading link.

  The next level categories replace the column headings in the display.

Tips

- To drill down using the dimension viewer, choose one of the following options:
  - Right-click the next level category in the dimension viewer, and then click either Replace Rows or Replace Columns.
  - In the dimension viewer, expand the dimension to locate the next level category in the dimension, click the next level category, and then drag it to the column heading area or the row heading area.
- To choose a category level from the dimension line, click the dimension, and then click the lower-level category you want to show in the display.
- To drill down a level across all categories in the PowerPlay Web display, right-click the column or row level selector area, and then click Down a Level.

  Note: The column level selector area is located to the immediate right of the first column heading area. The row level selector area is located immediately above the first row heading area.

View Steps in the Dynamic interface

Steps to Drill Down Multiple Levels

1. In the dimension viewer, expand the dimensions to locate the category level you want to show in the display.
2. Click the category level, and then drag it to the column heading area or the row heading area.

Tips

- You can also right-click the category level in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To drill down multiple levels from the dimension line, click the dimension, and then pause the pointer on the next category level to expose the next level of categories. Continue to expose the lower-level categories, and then click the category level you want to show in the display.
- To drill down multiple levels in the PowerPlay Web display, click the column heading links until you reach the category level you want to show in the display.
- In crosstab displays, you can double-click a data value to drill down directly to the categories associated with the value.

View Steps in the Dynamic interface

Steps to Drill Up

1. In the dimension viewer, locate the category level you want to show in the display.
2. Click the category level, and then drag it to the column heading area or the row heading area.

Tips

- You can also right-click the category level in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To drill up from the dimension line, click the dimension, and then click the category level you want to drill up to.
- To drill up a level in the PowerPlay Web display, right-click the column or row level selector area, and then click Up a Level.

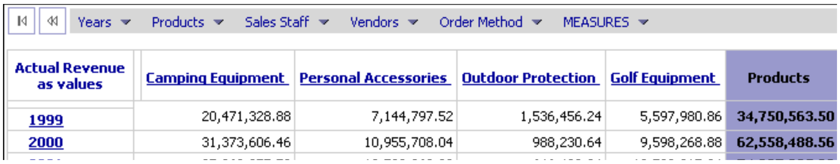
  Note: The column level selector area is located to the immediate right of the first column heading area. The row level selector area is located immediately above the first row heading area.
- To drill up to parent row and column categories, double-click the data value where the row and column intersect.

View Steps in the Dynamic interface

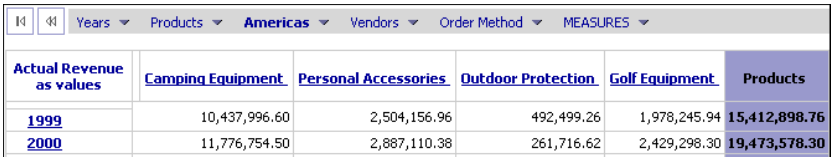
Filter Data

A filter changes the focus of a report by limiting information to a level of a dimension and emphasizing only the information you choose. If you want to examine the impact of a single aspect of your business on the whole, you can filter to the lowest-level category in that dimension.

For example, a report shows revenue in all locations for all product lines. You filter the report to show revenue for only Americas product lines. The following illustration shows a report with revenue for all product lines sold in all locations.



The following illustration shows the same report filtered on Americas in the Sales Staff dimension. The revenue changes to show values for Americas only, even though Sales Staff is not currently set as the rows or columns of the crosstab. In the dimension line, Americas has replaced Sales Staff.



Steps

1. In the dimension viewer, locate the category you want to filter on.
2. Right-click the category, and then click Filter.

The filtered category appears bolded in the dimension line and, in the display, the values change to reflect the filtered category.

Tips

- To add a filter from the dimension line, click the dimension, and then click the category you want to filter on.
- To remove a filter, click the filtered category in the dimension line, and then click the dimension level.

- To remove all filters from all dimensions, click the Reset Dimensions button on the dimension line.

View Steps in the Dynamic interface

Nest Categories

When you open a report, the categories from the first two dimensions of the dimension line appear in the rows and columns. To view more detail in the report, you can add nested categories from the current dimension, different dimensions, and measures. For example, a report shows Products categories in the columns and Years categories in the rows. You can add the quarters as nested categories in the rows beside the Years categories as shown in the following illustration.

Actual Revenue as values		Camping Equipment	Outdoor Protection	Golf Equipment	Products
1999	1999 Q 1	3,984,224.50	321,983.90	975,181.00	6,595,468.14
	1999 Q 2	5,075,177.96	611,615.92	1,871,413.20	9,236,520.84
	1999 Q 3	4,645,255.82	477,277.94	1,169,527.46	7,996,510.68
	1999 Q 4	6,766,670.60	125,578.48	1,581,859.20	10,922,063.84
	1999	20,471,328.88	1,536,456.24	5,597,980.86	34,750,563.50
2000	2000 Q 1	5,638,050.96	212,782.46	1,553,249.68	10,604,831.04
	2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	18,711,762.28
	2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	14,495,315.04
	2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	18,746,580.20
	2000	31,373,606.46	988,230.64	9,598,268.88	62,558,488.56
2001	2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	14,208,416.32
	2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	20,291,472.74
	2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	15,182,187.26
	2001 Q 4	12,886,562.96	99,990.80	3,200,914.86	24,585,259.50
	2001	37,869,055.58	646,428.04	10,709,215.84	74,267,335.82
Years		89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

A nested report includes summary information for nested categories. For example, the summary for each year and each location is shown in the illustration.

Steps to Nest Categories

1. In the dimension viewer, locate the category you want to nest in the display.
2. Right-click the category, and then click either Nest Rows or Nest Columns.

The nested category appears in the display as sublevels within the row or column category.

Tips

- You can also click the category you want to nest in the dimension viewer, and then drag it to the row nest level area or the column nest level area.

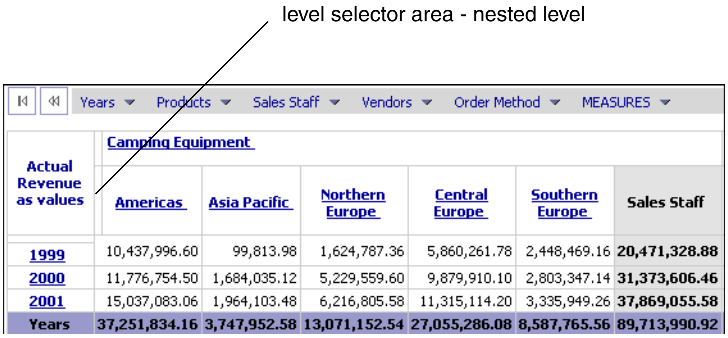
  As you drag the category over the nest level area, the area becomes highlighted.

  Note: The row nest level area is located in the far right of the row heading area. The column nest level area is located at the bottom of the column heading area.
- To nest a category from the dimension line, click the dimension, locate the category you want to nest, and then drag it to the row nest level area or the column nest level area.

View Steps in the Dynamic interface

Steps to Remove Nested Categories

- In the PowerPlay Web display, right-click the level selector area for the nested category, and then click Delete.

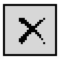


Actual Revenue as values	Camping Equipment					
	Americas	Asia Pacific	Northern Europe	Central Europe	Southern Europe	Sales Staff
1999	10,437,996.60	99,813.98	1,624,787.36	5,860,261.78	2,448,469.16	20,471,328.88
2000	11,776,754.50	1,684,035.12	5,229,559.60	9,879,910.10	2,803,347.14	31,373,606.46
2001	15,037,083.06	1,964,103.48	6,216,805.58	11,315,114.20	3,335,949.26	37,869,055.58
Years	37,251,834.16	3,747,952.58	13,071,152.54	27,055,286.08	8,587,765.56	89,713,990.92

Note

- For nested categories, the level selector area is located to the immediate left of nested column categories and immediately above nested row categories.

Tip



- To use the level selector toolbar to remove a nested category, click the level selector area for the nested category. On the level selector toolbar, click the Delete button.

View Steps in the Dynamic interface

Replace Nested Categories

You can replace a nested level with the parent category or all the child categories. For example, you nest Years with the next level down, Quarters. Then you want the report to show Months instead of Quarters. You can replace the nested level with Months.

Steps

1. In the dimension viewer, locate the category you want to show as the new nested level.
2. Right-click the category, and then click Nest Rows or Nest Columns.

This category is now the nested level in the display.

Tips

- You can also click the new category you want to nest in the dimension viewer, and then drag it to the row nest level area or the column nest level area of the parent category.

  As you drag the category over the nest level area, the area becomes highlighted.

  Note: The row nest level area is located in the far right of the row heading area. The column nest level area is located at the bottom of the column heading area.
- To nest a new category from the dimension line, click the dimension, locate the category you want to nest, and then drag it to the row nest level area or the column nest level area.

View Steps in the Dynamic interface

Hide Totals or Subtotals

Each report using a crosstab display shows a row and column with the total value of each category. If you do not want this summary row or column in the report, you can hide the summaries.

When you add nested categories to a report using a crosstab display, PowerPlay Web adds a subtotal summary row or column for each level of child categories so that you can see how each level of categories rolls up to the next level. If you do not want the subtotal summary row or column visible in your report, you can hide the summaries.

Hiding totals or subtotals affects only reports using a crosstab or indented crosstab display.

Steps to Hide Totals

1. In the PowerPlay Web display, right-click a total summary row or a total summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The total summary row or column is no longer visible in the display.

View Steps in the Dynamic interface

Steps to Hide Subtotals

1. In the PowerPlay Web display, right-click one subtotal summary row or one subtotal summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The subtotal summary rows or columns are no longer visible in the display.

View Steps in the Dynamic interface

Perform Calculations

You can combine rows or columns to obtain a new item based on a custom calculation. For example, your report shows quarters for the year. You can add new items showing the cumulative percentage each quarter contributes. After a new calculated category is added, you can add other calculations using an existing one.

You can perform the following calculations in PowerPlay Web:

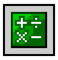
- add
- subtract
- multiply
- divide
- percent
- percent of base
- cumulative percent
- rollup
- exponentiate
- accumulate
- forecast

Steps

1. In the PowerPlay Web display, right-click the row heading or column heading for which you want to perform a calculation, and then click Insert Calculation.
2. In the Operation box, select the calculation you want to perform.
3. In the Calculation Name box, type a name for the calculation.
   This name will appear as the row or column heading for the new calculation.
4. In the Includes Categories box, select the categories you want to include in the calculation.
5. If you want to use a constant in the calculation, select the check box beside Number and enter the constant in the box.
6. Click OK.

The new calculated category appears in italicized text in the display.

Tip



- You can also use the Calculation button on the PowerPlay Web toolbar to insert a calculation.

View Steps in the Dynamic interface

Edit Calculations

Calculations that you have inserted as columns or rows in a PowerPlay Web Explorer report can be edited or added to. For example, you have created calculations for the cumulative percentage that each quarter's sales contribute to the year. You can change the calculation to show each month's contribution if you want more specific details for your report. You can also change the name of the calculation.

Steps

1. In the PowerPlay Web display, right-click the calculation row heading or the calculation column heading, and then click Edit Calculation.
2. In the Calculations dialog box, edit the items in the calculation as required and click OK.

The edited category appears in italicized text in the display.

View Steps in the Dynamic interface

Create a Forecast

You can make predictions about the future performance of your business based on past data by using one of these time series forecasting methods: Trend, Growth, or Autoregression.

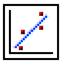
TERMS OF USE

The forecasting methods utilized in the Forecasting Function are based on the statistical analysis of historical information drawn from underlying data sources. The accuracy of the forecasted values is subject to many variables, including the accuracy of the underlying historical data and external events which could affect the validity of that underlying historical data for forecasting purposes. The Forecasting Function is to be used only as a guide of the future values for the measures being forecasted and is not intended to be used as the basis for complex financial or business decisions.

Cognos makes no representations as to the accuracy of the actual future values and does not guarantee any specific results. You use the Forecasting Function and the data it generates at your own risk. The Forecasting Function may contain errors or produce inaccurate calculations. You accept the Forecasting Function and the documentation "AS IS". IN NO EVENT SHALL COGNOS BE LIABLE FOR DAMAGES OF ANY KIND INCLUDING, WITHOUT LIMITATION, DIRECT, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, RESULTING FROM THE USE OF THE FORECASTING FUNCTION OR THE INTERPRETATION OF THE DATA RESULTING THEREFROM.

For more information about the formula for each forecast method, see "Forecast Formulae" (p. 61).

Trend (Linear or Straight Line)



The trend forecasting method is based on the linear regression technique of time series forecasting. Trend forecasting gives the best forecasting reliability when the driving factors of your business affect your measures in a linear fashion. For example, when your historic revenue increases or decreases at a constant rate, you are seeing a linear effect.

A multiline plot of historic data should look linear or close to linear for greatest reliability. For example, if you are forecasting revenue for the next two quarters based on revenue for the past four quarters, and if the multiline plot of past quarterly revenue is linear or close to linear, then the Trend method gives you the best forecasting reliability.

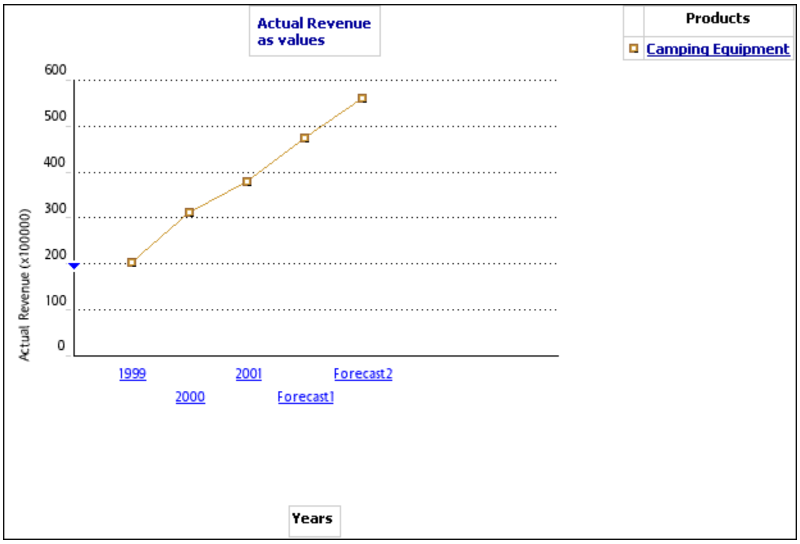
Use the Trend forecasting method, for example, when you have only two data values representing two time periods in your historic data.

Example

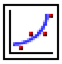
You are the sales manager for your company. You want to see what the overall revenue trend for the next two years is for Camping Equipment.

This report shows you that in the Camping Equipment line, the trend for the next two years is increasing revenues.

Actual Revenue as values	1999	2000	2001	*Forecast1*	*Forecast2*
Camping Equipment	20,471,328.88	31,373,606.46	37,869,055.58	*47,302,390.34*	*56,001,253.69*



Growth (Curved or Curved Line)



The Growth forecasting method is based on the exponential regression technique of time series forecasting. Growth forecasting gives you the best forecasting reliability when the driving factors of your business affect your measures exponentially. For example, when your historic revenue increases or decreases at an increasingly higher rate, you are seeing an exponential effect.

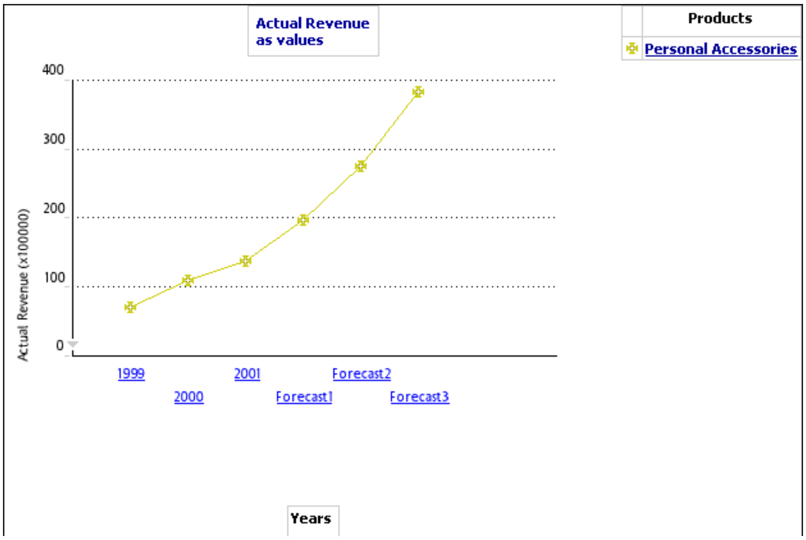
A multiline plot of historic data should look exponential for best accuracy. For example, if your revenues are growing exponentially due to the introduction of a best selling product, then Growth forecasting will provide a more reliable forecast than the Trend method.

Example

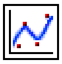
You have hired two additional sales representatives for your company. To allocate your new resources effectively, you want to know which product line has the greatest growth potential.

This report shows you that your new resources would best be assigned to the Personal Accessories line, which has the greatest revenue growth potential.

Actual Revenue as values	1999	2000	2001	Forecast1	Forecast2	Forecast3
Personal Accessories	7,144,797.52	10,955,708.04	13,793,960.30	19,806,397.71	27,520,417.51	38,238,825.22



Autoregression (Seasonal)



The Autoregression forecasting method is based on the auto-correlational approach to time series forecasting. Autoregression forecasting detects the linear, nonlinear, and seasonal fluctuations in historic data and projects these trends into the future. Autoregression provides the best forecasting reliability when the driving factors underlying your business are affected by seasonal fluctuations.

A multiline plot of time and revenue will show up-and-down fluctuations that may reflect seasonal variations. For example, if your revenues are growing exponentially due to the introduction of a best selling product, but sales of that product are also seasonal, then Autoregression forecasting will provide a more reliable forecast than the Growth method.

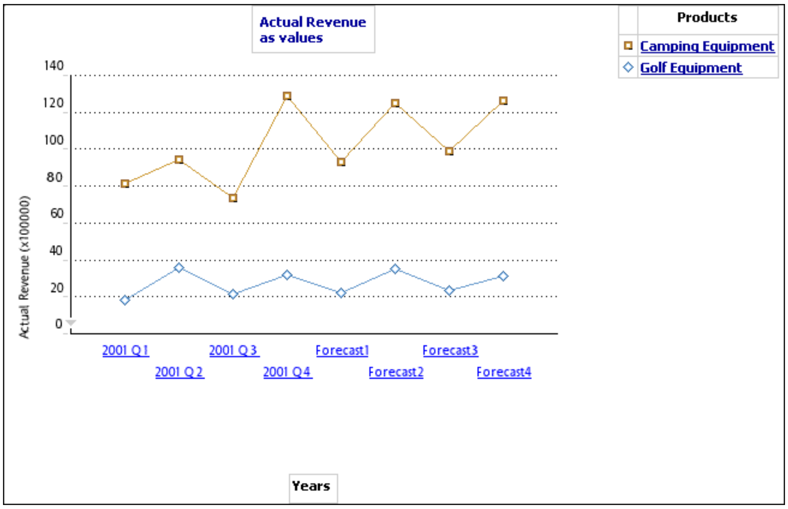
Use the Autoregression method when you have historic data representing a large number of time periods (for example, more than 24 monthly periods) and when seasonal variations may occur in it.

Example

You are concerned about the Camping Equipment and Golf Equipment forecasts for the next two years. You want to know the forecasted revenues, adjusted for seasonal fluctuation, for each of the next four quarters.

This report shows that the forecast for both lines, when adjusted for seasonal fluctuation, continues to follow the same pattern and maintain revenue totals.

Actual Revenue as values	2001 Q 1	2001 Q 2	2001 Q 3	2001 Q 4	Forecast1	Forecast2	Forecast3	Forecast4
Camping Equipment	8,162,650.72	9,449,464.76	7,370,377.14	12,886,562.96	9,323,103.02	12,488,518.65	9,906,103.11	12,623,796.91
Golf Equipment	1,796,219.58	3,559,611.16	2,152,470.24	3,200,914.86	2,245,734.65	3,517,262.84	2,375,074.44	3,124,066.27



You must have the time period shown as either rows or columns in your crosstab to create a forecast.

If you nest multiple levels of time in your crosstab, PowerPlay Web produces the forecast only at the highest level of time. For example, if you nest quarters within years for revenue and then insert a Forecast calculation, PowerPlay Web generates the forecast only at the years level.

Actual Revenue as values		Camping Equipment	Outdoor Protection	Golf Equipment	Products
1999	1999 Q 1	3,984,224.50	321,983.90	975,181.00	6,595,468.14
	1999 Q 2	5,075,177.96	611,615.92	1,871,413.20	9,236,520.84
	1999 Q 3	4,645,255.82	477,277.94	1,169,527.46	7,996,510.68
	1999 Q 4	6,766,670.60	125,578.48	1,581,859.20	10,922,063.84
	1999	20,471,328.88	1,536,456.24	5,597,980.86	34,750,563.50
2000	2000 Q 1	5,638,050.96	212,782.46	1,553,249.68	10,604,831.04
	2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	18,711,762.28
	2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	14,495,315.04
	2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	18,746,580.20
	2000	31,373,606.46	988,230.64	9,598,268.88	62,558,488.56
2001	2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	14,208,416.32
	2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	20,291,472.74
	2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	15,182,187.26
	2001 Q 4	12,886,562.96	99,990.80	3,200,914.86	24,585,259.50
	2001	37,869,055.58	646,428.04	10,709,215.84	74,267,335.82
Forecast1	Forecast1	47,302,390.34	167,010.11	13,746,390.17	96,708,901.61
Forecast2	Forecast2	56,001,253.69	-278,003.99	16,302,007.66	116,467,287.77
Forecast3	Forecast3	64,700,117.04	-723,018.09	18,857,625.15	136,225,673.93
Forecast4	Forecast4	73,398,980.39	-1,168,032.19	21,413,242.64	155,984,060.09
Years		89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

To generate your forecast at the quarters level, delete the years level before you generate the forecast.

Actual Revenue as values	Camping Equipment	Outdoor Protection	Golf Equipment	Products
1999 Q 1	3,984,224.50	321,983.90	975,181.00	6,595,468.14
1999 Q 2	5,075,177.96	611,615.92	1,871,413.20	9,236,520.84
1999 Q 3	4,645,255.82	477,277.94	1,169,527.46	7,996,510.68
1999 Q 4	6,766,670.60	125,578.48	1,581,859.20	10,922,063.84
2000 Q 1	5,638,050.96	212,782.46	1,553,249.68	10,604,831.04
2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	18,711,762.28
2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	14,495,315.04
2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	18,746,580.20
2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	14,208,416.32
2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	20,291,472.74
2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	15,182,187.26
2001 Q 4	12,886,562.96	99,990.80	3,200,914.86	24,585,259.50
Forecast1	*11,340,866.24*	*76,289.42*	*3,210,297.11*	*22,800,395.96*
Forecast2	*11,935,435.52*	*47,370.93*	*3,372,067.61*	*24,108,451.90*
Forecast3	*12,530,004.80*	*18,452.45*	*3,533,838.12*	*25,416,507.84*
Forecast4	*13,124,574.08*	*-10,466.04*	*3,695,608.63*	*26,724,563.79*
Years	89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

You cannot perform a Forecast calculation if 80/20 suppression has been applied to the time dimension.

If you applied ranking in your crosstab, PowerPlay creates the forecast you request and ranks it appropriately.

If you convert the currency in your crosstab, PowerPlay creates the forecast on the currency-converted values.

Steps

1. Right-click a time category in your crosstab display or graphic display, and then click Insert Calculation.
2. In the Operation box, select Forecast.
3. From the Forecast Method list, select the forecasting method you want to use.

   The methods are Trend, Growth, and Autoregression.
4. In the Forecast Horizon box, type the number of time periods to forecast.
5. Click OK.

Tips

- To change the label of a calculation, pause the pointer over the label, and then click Rename Calculation. Type the new label in the Calculation Name box and click OK.
- To see the formula or categories used for a calculation, right-click the label, and then click Explain.

View Steps in the Dynamic interface

Hide Data While Exploring Your Report

Use the Get Data Later option to allow you to create your report without showing the data. This can save you time if you are exploring a large cube with many levels. When you have found the information you are interested in, you can quickly show the data in the display.

Some of the options on the PowerPlay Web Explorer toolbar are unavailable while Get Data Later is enabled.

Get Data Later is available only for a Crosstab display.

Steps

1. On the PowerPlay Web toolbar, click the File flyout menu, and then click Get Data Later.
2. Explore the report until you are satisfied with its current state.
3. In the display, click Get Data.

View Steps in the Dynamic interface

View Explanations

You can see an explanation of the information you are exploring. The explanation contains general information about the status of the current display and any descriptions of the data that your administrator has added to the cube. In PowerPlay Web Viewer, explanations are available for the row and column headings in the report. In PowerPlay Web Explorer, explanations are available for the following cube data:

- individual cells
- row or column categories
- measures
- filters
- suppression
- exception highlighting
- the physical location of the current cube

Steps for PowerPlay Web Viewer

1. In Adobe Acrobat Reader, pause the pointer over the row heading or column heading that you want an explanation for.

   The pointer changes to a hand icon when over a heading with an explanation.
2. Click the heading.
   A separate HTML window opens containing the descriptive information about the item.

Steps for PowerPlay Web Explorer

- Choose whether to view explanations for the entire display or for individual cells:
  - To view explanations for the entire PowerPlay Web display, click the Explain button on the toolbar.
  - To view explanations for individual cells in the PowerPlay Web display, right-click the cell, and then click Explain.

Tip

- If an item other than an individual cell does not contain descriptive information in the Explanation window, you can ask your PowerPlay administrator to add it to the cube.

View Steps in the Dynamic interface

Drill Through to Other Reports

You can drill through to another report or data source to reveal more detailed information from the current cube. You can drill through to information in another cube or to details in Cognos Query or Impromptu Web Reports, depending on what your PowerPlay administrator has set up. For example, your report shows the 1999 sales for regions in the Americas, but another report contains the specific sales information for the United States region. You drill through to the current report to see sales for each branch in the United States region.

When you drill through to a report, its current measure and dimension line are applied to the new report or query. For example, a report uses the Actual Revenue measure and the 1999 level from the Years dimension. The report that you drill through to also shows revenue for 1999.

Drill-through information is applied when it is valid for the report or query that you drill through to. For example, you have filtered a report by product. If Product is not a dimension in the report or query that you drill through to, then the filter cannot be applied, and data for all products appears.

Drill through is available only if it has been set up by your administrator.

Steps

1. On the PowerPlay Web toolbar, click the Drill Through button.
   A menu of all available reports appears.
2. Click the report you want to drill through to.

View Steps in the Dynamic interface

Note

- If you drill through to a time-based partitioned cube that contains data that is categorized differently among the PowerCubes that form the time-based partitioned cube, you may receive data that appears inconsistent.

  For example, you drill through to a time-based partitioned cube that contains data on the top ten sales staff in San Francisco for 1997. Dave Mustaine, a sales representative in San Francisco, shows total sales for 1997 of $60,000. When you drill further to isolate Dave Mustaine without a regional context, you see total sales of $72,000 for 1997, a value which is inconsistent with the original total sales reported. Because Dave Mustaine joined the Denver sales office for two months during 1997, his $12,000 in total sales for those months were not returned in the original view, which showed Dave Mustaine for San Francisco only. Isolating Dave Mustaine with no context of San Francisco or Denver returns data for both regions for 1997.

Chapter 6: Format Data

Use PowerPlay Web Explorer to format data by changing the currencies and values used in the report, by highlighting exceptional values, sorting, and changing the display. As well, you can create the reports you want by removing categories you do not want to see or that do not contribute to the totals.

Show Report Values as Percentages

You can show report values as a percentage of the row or column subtotals or of the report total. Examining a dimension as a percentage can provide new insights into your business data. For example, you have Products in the rows of your report and show the revenue values for each product as a percentage of all rows. You can see which products contributed the most to total product revenue.

Steps

- In the PowerPlay Web display, right-click the Measure heading, and then click a percentage data format.

Tip

- You can also click the Display Options button on the PowerPlay Web toolbar and then, in the Display Measures box, select a percentage data format.

View Steps in the Dynamic interface

Convert Currency Values

You can convert the monetary values in your report into a different currency. For example, you can convert your report values from Canadian dollars to euros. You can select any currency that your PowerPlay administrator has set up in the cube.

When you format a currency value, the currency symbol can be specified separately from the format. This means that your browser locale settings can be used to format the number (for example, the decimal and group separators) while still preserving the currency representation.

Steps

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Currency box, select the currency you want.

   If you use a different currency from the one used when the cube was created, the currency appears below the display.

   If no currencies are available, none were defined in the cube.

View Steps in the Dynamic interface

Define Custom Exception Highlighting

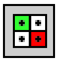
You determine what values are considered exceptional by defining custom exception highlighting rules.

Create a Custom Exception

A custom exception can contain up to five value ranges, with formatting attached to each range. For each value range there is a minimum value, a maximum value, a font color and a background color. Value ranges are inclusive. All data that falls within a value range appears with the defined formatting.

You define custom exceptions as part of a report. PowerPlay Web stores these definitions so that each time you open this report, the exceptions are available. Exceptions must be applied by the report user. You can define up to 20 custom exceptions, each with up to five value ranges.

Steps



1. On the PowerPlay Web toolbar, click the Custom Exception Highlighting button.
2. In the Exceptions dialog box, click Add.
3. In the Exception Name box, type a name for the custom exception.
4. In the From box, enter a minimum value for the first range.
5. In the To box, enter a maximum value for the first range.
6. From the Text color well, select a color for the text.
7. From the Cell color well, select a color for the background.
8. Define up to four additional value ranges for this exception.
9. Click OK.

The new definition appears in the Defined Exceptions list.

Tips

- You can also select Minimum from the From column drop-down list or Maximum from the To column drop-down list. Selecting Minimum as the From value defines the range as having no lower boundary. Similarly, Maximum creates a range with no upper boundary.
- To edit a custom exception definition, select it from the Defined Exceptions list and click Edit. You can make changes to the range values specified for the exception definition, their characteristics, or the name of the exception.
- To delete a custom exception definition, select it from the Defined Exceptions list and click Delete. When you delete a custom exception that is currently applied, your display refreshes dynamically.

View Steps in the Dynamic interface

Apply a Custom Exception

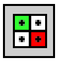
You must apply a defined custom exception before it appears in the report. PowerPlay can show only one custom exception definition for a particular cell at a time. When you apply an exception to a column, a row, or to the whole report, this application removes any exception that was previously applied to the same selection.

Where a cell lies at an intersection between two defined custom exceptions, only the most recently applied exception will be visible for that cell.

PowerPlay shows custom exceptions in crosstab view only. You can define custom exceptions in any view, but PowerPlay ignores them.

Custom exceptions apply to all cell types, including calculations, calculated categories, and measures.

Steps



1. On the PowerPlay Web toolbar, click the Custom Exception Highlighting button.
2. Select a row, column, or measure in the crosstab.

   Tip: To select the entire crosstab, click the Measure cell in the crosstab. To clear the selection of the entire crosstab, click the Measure cell again.
3. In the Defined Exceptions list, select the custom exception you want to apply and click Apply.

4. Click OK.

Tips

- To remove the application of an exception, select the category where it is applied, select (none) from the Defined Exceptions list, and click Apply.
- You can apply one custom exception to a summary category and a different exception to its children. Apply the exception definition you want for the children to the summary total, expand the summary to show the children, and then apply the exception you want to the summary total only.

View Steps in the Dynamic interface

Highlight Exceptions Automatically

PowerPlay Web can highlight exceptional values automatically. Exceptions stand out in a report or crosstab and call attention to their values.

PowerPlay Web considers a value exceptional if it is significantly higher or lower than the value expected compared to its row and column totals. By default, automatic highlighting shows low values in a bold, red font and high values in a bold, green font.

For example, in the crosstab display below, the revenues for Camping Equipment in 2000 were higher than expected based on its row and column totals, and so the value was highlighted in green. On the other hand, the revenues for Camping Equipment products in Q1 of 2000 were lower than expected, and highlighted in red.

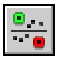
Actual Revenue as values		Camping Equipment	Outdoor Protection	Golf Equipment	Products
2000	2000 Q 1	**5,638,050.96**	212,782.46	1,553,249.68	**10,604,831.04**
	2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	**18,711,762.28**
	2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	**14,495,315.04**
	2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	**18,746,580.20**
	2000	**31,373,606.46**	**988,230.64**	**9,598,268.88**	**62,558,488.56**
2001	2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	**14,208,416.32**
	2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	**20,291,472.74**
	2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	**15,182,187.26**
	2001 Q 4	**12,886,562.96**	99,990.80	3,200,914.86	**24,585,259.50**
	2001	**37,869,055.58**	**646,428.04**	**10,709,215.84**	**74,267,335.82**
Years		**89,713,990.92**	**3,171,114.92**	**25,905,465.58**	**171,576,387.88**

Exception highlighting.

With Web browsers that support cascading style sheets, you may see another font or color for automatic exception highlighting if your PowerPlay administrator has specified different fonts or colors.

In the Enhanced interface, the Exception Highlighting button is not on the PowerPlay Web toolbar by default. To add the Exception Highlighting button to the PowerPlay Web toolbar, contact your administrator.

Steps



- On the PowerPlay Web toolbar, click the Automatic Exception Highlighting button.

  PowerPlay Web applies the rules and shows "Exception highlighting" below the display.

View Steps in the Dynamic interface

Sort Values

In crosstab displays, you can sort the row and column values in ascending or descending order. For example, a report shows the product sales for the previous ten years. You sort the sales figures to order them from the highest figure to the lowest figure. The data remains sorted until you drill down or drill up.

Steps

1. In the PowerPlay Web display, select the row or column in which you want to sort the values.
   The row or column becomes highlighted, and the Sort icon appears in the row or column heading.
2. Click the Sort icon, and then choose the order in which you want to sort:
   - Click Sort Descending to sort the values in descending order.
   - Click Sort Ascending to sort the values in ascending order.

   The values and the Sort icon change to show the type of sort action that you applied to the row or column.

Tip

- To remove the value sorting, click the Sort icon, and then click No Sort.

View Steps to Sort Column Values in the Dynamic interface

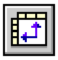
View Steps to Sort Row Values in the Dynamic interface

Swap Rows and Columns

You can exchange the positions of categories in rows and columns. For example, a report contains few rows but many columns that exceed the width of the printed page. You swap the rows and columns to fit the report on one page.

You can also exchange the positions of categories within a nested crosstab (p. 27). For example, you have Products nested within Years but you exchange the positions to see Years nested within Products.

Steps to Swap Rows and Columns



- On the PowerPlay Web toolbar, click the Swap Rows and Columns button.

View Steps in the Dynamic interface

Steps to Swap Nested Levels

- In the PowerPlay Web display, right-click the level selector area for the nested category, and choose how you want to swap the nested levels:
  - If the nested category is in a column, click either Swap Up or Swap Down.
  - If the nested category is in a row, click either Swap Right or Swap Left.

The positions of the parent category and the nested category are exchanged.

View Steps in the Dynamic interface

Limit the Size of Crosstabs

To improve the performance and readability of large reports, you can limit the data that appears in crosstab displays. For example, you set a row limit of 20 and a column limit of 10. Values that you set in PowerPlay Web for the rows and columns override the default row and column limits set by your PowerPlay administrator.

When you limit the size of a crosstab, PowerPlay Web provides the following navigation buttons in the display:

Button	Description
	Moves to the next page of columns.
	Moves to the previous page of columns.

Button	Description
	Moves to the first page of columns.
	Moves to the last page of columns.
	Moves to the next page of rows.
	Moves to the previous page of rows.
	Moves to the first page of rows.
	Moves to the last page of rows.

When you limit the number of rows or columns in a report with nested categories, you must choose the number of categories you want to show at the lowest level. Subtotal categories are always included on each page (unless Hide Subtotals is enabled), even if the limit must be exceeded to do so.

Steps

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Number of Rows box, select the number of rows you want to show.
3. In the Number of Columns box, select the number of columns you want to show.
4. Click Apply, and then click OK.

The crosstab shows the limited number of rows and columns.

Tip

- To fit your display on one page, in the Display Options dialog box, select the Fit Charts check box.

Note

- The Number of Rows and Number of Columns settings apply only to crosstab displays.

View Steps in the Dynamic interface

Suppress Values

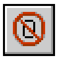
You can ignore categories whose values fall into a low range. For example, sales channels that were not active contributors to the bottom line are better left out of the report. You can also ignore categories that either don’t apply to the report or that return zero values. In these situations, you can use one or both of the following suppression features:

- Zero suppression removes rows or columns containing all zeros.
- 80/20 suppression removes rows or columns whose absolute values do not contribute to the top 80% of results. It then summarizes the removed rows or columns into a single row or column called "Other."

  When you apply 80/20 suppression, the data for the cells is sorted in descending order and a total is made of the absolute values. Then the sorted values are added until the cumulative total is eighty percent of the total. If the last value added to the cumulative total appears in more than one cell, all those cells are considered part of the eighty percent.

The Zero Suppression and 80/20 Suppression buttons remain enabled until you click them again.

Steps to Apply Zero Suppression



- On the PowerPlay Web toolbar, click the Zero Suppression button.

  All rows and columns that contain only zeros are removed, and PowerPlay Web shows "Zero suppression" at the bottom of the report page.

View Steps in the Dynamic interface

Steps to Apply 80/20 Suppression

- On the PowerPlay Web toolbar, click the 80/20 Suppression button.

  PowerPlay Web shows the total of values suppressed in an additional row or column called "Other" and shows "80/20 suppression" at the bottom of the report page. If a category labelled "Other" is not shown, all the categories in the report dimension contribute to eighty percent of the total.

View Steps in the Dynamic interface

Hide Categories

You can selectively show or hide any category in a report. When you hide categories, the summaries in the report are not affected.

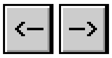
Steps to Hide a Single Category

1. In the PowerPlay Web display, right-click the category you want to hide, and then click Hide Selection.

View Steps in the Dynamic interface

Steps to Hide or Show Multiple Categories

1. In the PowerPlay Web display, right-click a category heading, and then click Hide/Show.
2. In the Visible Categories and Hidden Categories lists, select the categories you want to hide or show and use the arrow buttons to move them to the preferred list.



Tip

- A cube may contain precalculated categories that were inserted when the cube was created. To hide these categories, in the Display Options dialog box, select the Hide Calculated Categories check box and click Apply.

View Steps in the Dynamic interface

Reorder Measures

When you open a cube in PowerPlay Web, the measures defined for your cube appear in the order defined in Transformer. You can change this order in your report.

Before you can reorder the list of measures, you must choose measures as the column or row dimension in a crosstab display. You change the order of the measures by first hiding those you want to move. When you show the columns or rows again, PowerPlay moves the hidden measures to the end of the list. By hiding and showing the measures, you can change their order. PowerPlay will maintain this order in any layout view.

When you save or close your cube, the new order is lost. To retain this order for future use, you must save your report (if you are using Upfront), export it in .pdf or .csv format, or prepare a bookmark for it (p. 58).

Steps

1. In the dimension viewer, right-click the Measures folder, and then click either Replace Rows or Replace Columns.

   The Measures are shown in the rows or columns.
2. In the PowerPlay Web display, right-click the first measure, and then click Hide/Show.

3. In the Visible Categories list, select each measure you want to move, and click the right arrow button to move these measures to the Hidden Categories list.
   Tip: Do not move the measure that you want to appear first.
4. Click OK.
   PowerPlay Web hides the measures you moved to the Hidden Categories list.
5. In the PowerPlay Web display, right-click the first measure, and then click Hide/Show.
6. In the Hidden Categories list, select the measure that you want to appear next in the PowerPlay Web display, and click OK.
   The measure appears as the second measure in the PowerPlay Web display.
7. Repeat steps 5 and 6 until all the measures appear in the PowerPlay Web display in the order in which you want them to appear.

Tips

- You can create this custom ordering whether your measures appear as rows or as columns.
- A cube may contain precalculated categories that were inserted when the cube was created. To hide these categories, in the Display Options dialog box, select the Hide Calculated Categories check box, and then click Apply.
- You can continue hiding and showing measures until you are satisfied with the order in which they appear.
- The Visible Categories list contains only the categories that are in the current display. For example, if you limited the number of rows to 10 (p. 40), the Visible Categories list will contain only the 10 categories that correspond to the rows in the display.

View Steps in the Dynamic interface

Choose a Display

A display is a visual representation of the report data. You can change displays to

- show information from different perspectives
- find a trend
- compare variables, show variance, and track performance

For example, you can change a crosstab display to a pie display to view the relationship of individual components of your data to the entire data set.

When you view nested categories in graphic display types, each lowest-level intersection is shown in a separate display. To isolate the display for a nested category, click the link for the nested category.

To view summary information for the display, click the Zoom In button.

If there are no nested categories, only one display is shown.

You can use any one of the following displays to present your report. For information about viewing charts and tables together, see "View a Chart and Table Together" (p. 20).

Tips

- If some of the chart displays show values that are very close, click the Scale Axis button on the y-axis to regenerate the axis so that the close values are more easily distinguished.
- Choose how you want to save the current view:
  - On the PowerPlay Web toolbar, click the Save As button to publish your report to Upfront (p. 53).
  - In PowerPlay Web, click the Prepare a Bookmark button on the toolbar to save your view as a bookmark (p. 58).
  - To return to the initial view of your data, which includes resetting all dimensions to the top level, click the File flyout menu on the PowerPlay Web toolbar, and then click Reset.

Crosstab Display

The standard crosstab display is the default display type, and it shows data in tabular format. The first two dimensions of the cube represent the rows and columns respectively.

Actual Revenue as values	Camping Equipment	Outdoor Protection	Golf Equipment	Products
1999	20,471,328.88	1,536,456.24	5,597,980.86	34,750,563.50
2000	31,373,606.46	988,230.64	9,598,268.88	62,558,488.56
2001	37,869,055.58	646,428.04	10,709,215.84	74,267,335.82
Years	89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

If you nest categories, the nested categories appear in rows below or columns to the right of the top level dimensions.

Actual Revenue as values		Camping Equipment	Outdoor Protection	Golf Equipment	Products
1999	1999 Q 1	3,984,224.50	321,983.90	975,181.00	6,595,468.14
	1999 Q 2	5,075,177.96	611,615.92	1,871,413.20	9,236,520.84
	1999 Q 3	4,645,255.82	477,277.94	1,169,527.46	7,996,510.68
	1999 Q 4	6,766,670.60	125,578.48	1,581,859.20	10,922,063.84
	1999	20,471,328.88	1,536,456.24	5,597,980.86	34,750,563.50
2000	2000 Q 1	5,638,050.96	212,782.46	1,553,249.68	10,604,831.04
	2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	18,711,762.28
	2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	14,495,315.04
	2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	18,746,580.20
	2000	31,373,606.46	988,230.64	9,598,268.88	62,558,488.56
2001	2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	14,208,416.32
	2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	20,291,472.74
	2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	15,182,187.26
	2001 Q 4	12,886,562.96	99,990.80	3,200,914.86	24,585,259.50
	2001	37,869,055.58	646,428.04	10,709,215.84	74,267,335.82
Years		89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

Steps

- Click the Crosstab flyout menu on the PowerPlay Web toolbar, and then click Crosstab.

View Steps in the Dynamic interface

Indented Crosstab Display

Use indented crosstabs so that the levels of nested categories are indented and the relationships between the categories are more easily identified. This display also presents a more compact format than a crosstab, making it better for printing.

Actual Revenue as values	Camping Equipment	Outdoor Protection	Golf Equipment	Products
2000				
2000 Q 1	5,638,050.96	212,782.46	1,553,249.68	10,604,831.04
2000 Q 2	8,479,008.16	343,938.86	3,763,377.96	18,711,762.28
2000 Q 3	7,760,772.76	316,900.86	1,485,202.42	14,495,315.04
2000 Q 4	9,495,774.58	114,608.46	2,796,438.82	18,746,580.20
2000	31,373,606.46	988,230.64	9,598,268.88	62,558,488.56
2001				
2001 Q 1	8,162,650.72	121,930.90	1,796,219.58	14,208,416.32
2001 Q 2	9,449,464.76	232,016.54	3,559,611.16	20,291,472.74
2001 Q 3	7,370,377.14	192,489.80	2,152,470.24	15,182,187.26
2001 Q 4	12,886,562.96	99,990.80	3,200,914.86	24,585,259.50
2001	37,869,055.58	646,428.04	10,709,215.84	74,267,335.82
Years	89,713,990.92	3,171,114.92	25,905,465.58	171,576,387.88

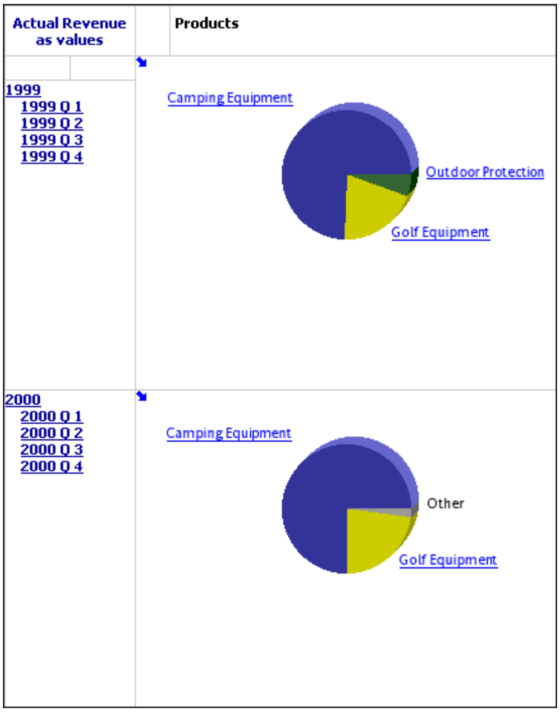
Steps

- Click the Crosstab flyout menu on the PowerPlay Web toolbar, and then click Indented Crosstab.

View Steps in the Dynamic interface

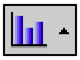
Pie Display

The pie display charts the summary row of each column to show its proportional contribution to the whole. Any negative numbers are treated as absolute values; for example, the values -50 and 50 are plotted as 50. This type of display is useful for situations where there are not too many items.



If the display does not have nested categories, a legend is shown which identifies the column and data value associated with each colored section of the pie.

Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click Pie.

View Steps in the Dynamic interface

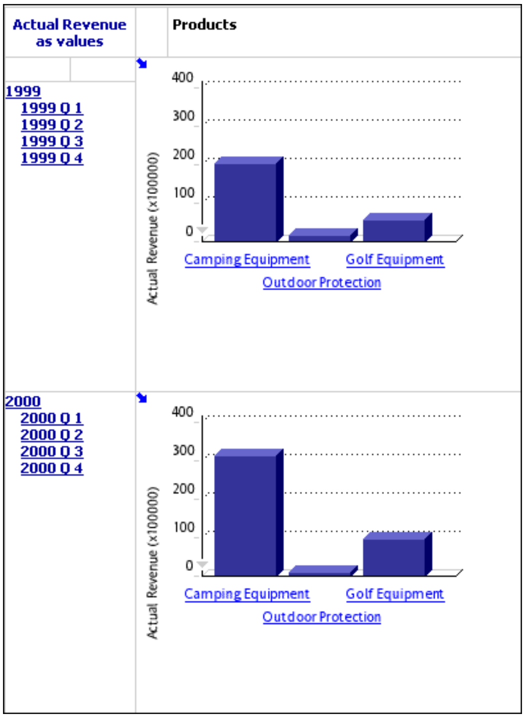
Steps to Modify the Pie Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Pie section of the Display Options dialog box, use names or values to label the pie slices:
   - To label pie slices with names, click With Names.
   - To label pie slices with values, click With Values.
3. Click Apply, and then click OK.

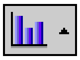
View Steps in the Dynamic interface

Simple Bar Display

The simple bar display charts the summary row of each column to show absolute contribution. Use to show change over a specific time period, contrast two or more variables, and reveal trends in a clear format. This type of display is useful for discrete data.



Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click Simple Bar.

View Steps in the Dynamic interface

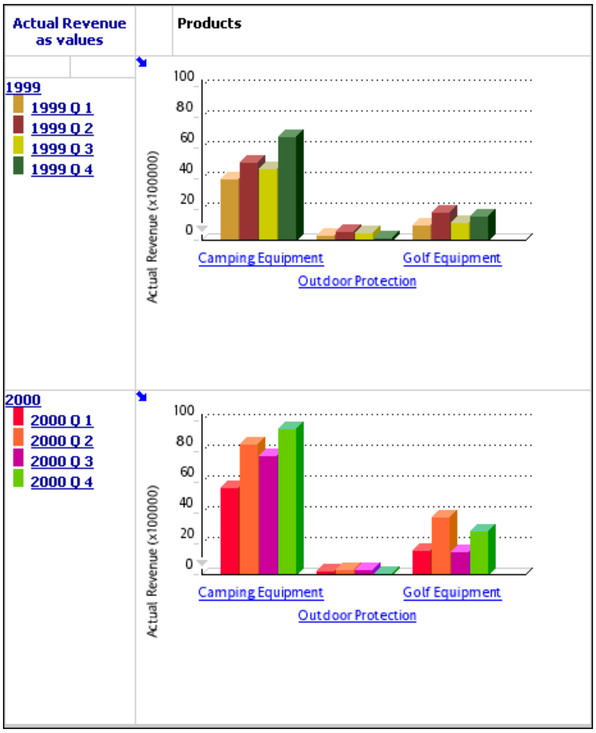
Steps to Modify the Simple Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Simple Bar section of the Display Options dialog box, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the bar display, select the Show the Gridlines check box.
   - To show the data values on the bars in the bar display, select the Show Values on Bars check box.
3. Click Apply, and then click OK.

View Steps in the Dynamic interface

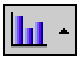
Clustered Bar Display

The clustered bar display plots the cell values of a crosstab in groups so that you can easily compare related information, summaries, and categories. One bar group is created for each column. Each bar in a group represents the row value.



If the display does not have nested categories, a legend identifies the row or column represented by each color.

Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click Clustered Bar.

View Steps in the Dynamic interface

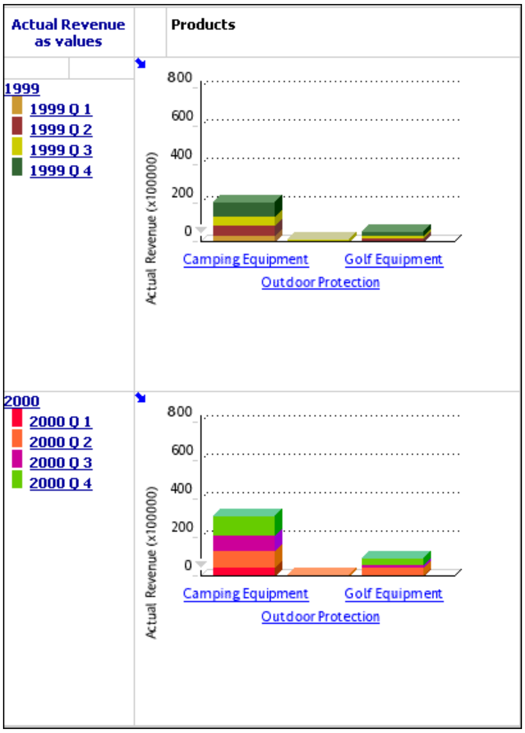
Steps to Modify the Clustered Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Clustered Bar section of the Display Options dialog box, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the clustered bar display, select the Show the Gridlines check box.
   - To show the data values on the bars in the clustered bar display, select the Show Values on Bars check box.
3. Click Apply, and then click OK.

View Steps in the Dynamic interface

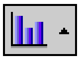
Stacked Bar Display

The stacked bar display shows trends across columns by plotting the relative proportions of parts to the whole and the relationship between the parts. One bar is created for each column. Within a bar, a segment represents the row value.



If the display does not have nested categories, a legend identifies the row or column represented by each color.

Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click Stacked Bar.

View Steps in the Dynamic interface

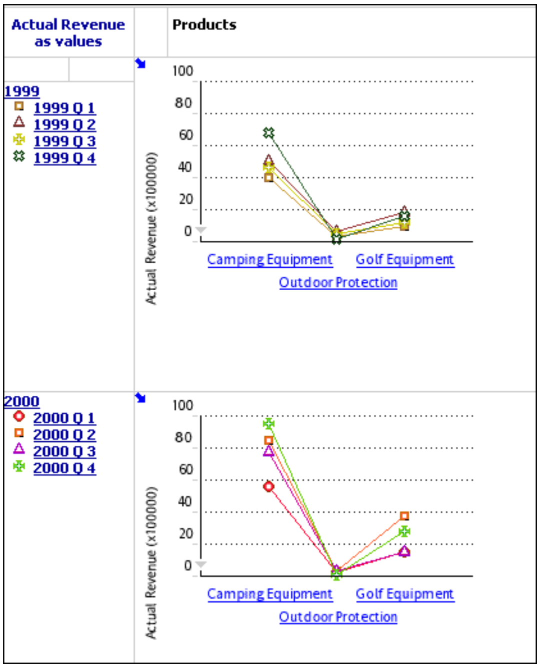
Steps to Modify the Stacked Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Stacked Bar section of the Display Options dialog box, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the stacked bar display, select the Show the Gridlines check box.
3. Click Apply, and then click OK.

View Steps in the Dynamic interface

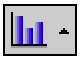
Multiline Display

The multiline display shows trends across columns by plotting the cell values of a crosstab in a line chart. One line is created for each column, with a segment of the line representing each row value. Use to reveals and compare trends and cycles that show relationships between variables, or to show time series analysis and relationships between variables.



If the display does not have nested categories, a legend identifies the row or column represented by each color.

Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click Multiline.

View Steps in the Dynamic interface

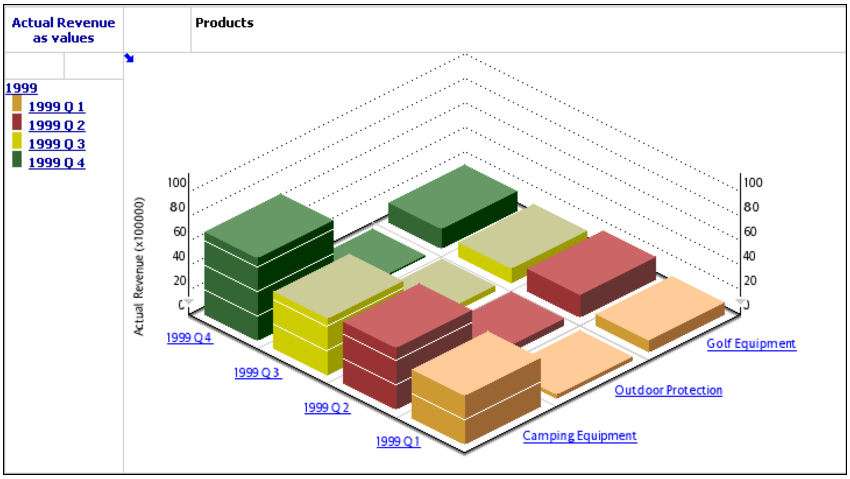
Steps to Modify the Multiline Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Multiline section of the Display Options dialog box, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the multiline display, select the Show the Gridlines check box.
   - To show markers on the multiline display, select the Show Markers check box.
3. Click Apply, and then click OK.

View Steps in the Dynamic interface

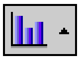
Three-Dimensional Bar Display

The three-dimensional bar display shows trends across columns by plotting the cell values of a crosstab in a three-dimensional bar. One bar is created for each column, with the top of the bar representing each row value. Use to show relationships between two or more variables to analyze large quantities of data that are difficult to interpret otherwise, or to provide a different perspective on the data.



If the display does not have nested categories, a legend identifies the row or column represented by each color.

Steps



- Click the Chart flyout menu on the PowerPlay Web toolbar, and then click 3D Bar.

View Steps in the Dynamic interface

Steps to Modify the Three-Dimensional Bar Display

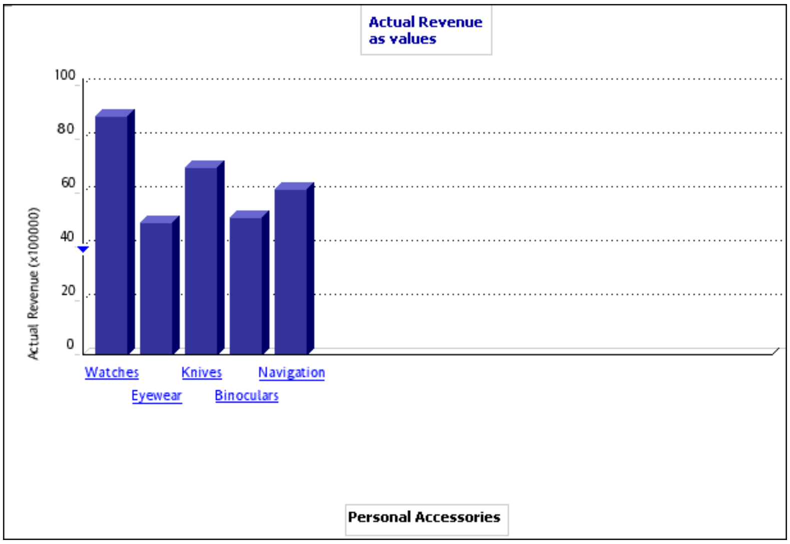
1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the 3D Bar section of the Display Options dialog box, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the three-dimensional bar display, select the Show the Gridlines check box.
3. Click Apply, and then click OK.

View Steps in the Dynamic interface

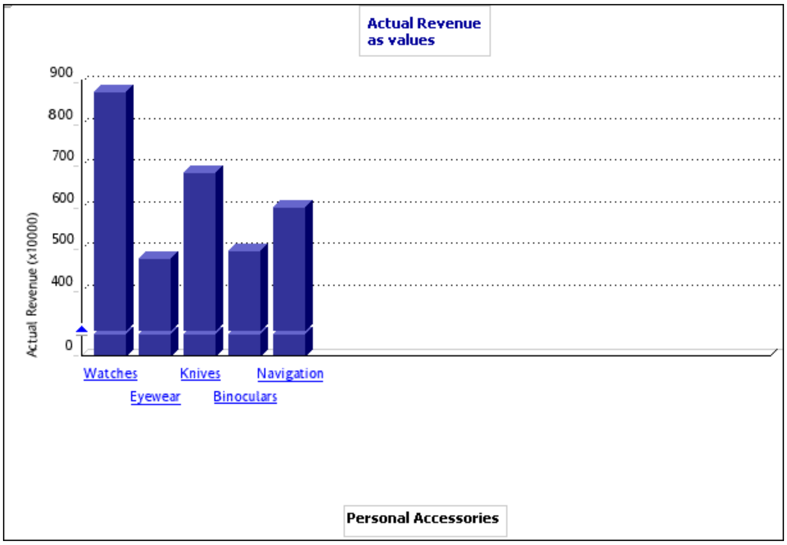
Scale the Y-Axis

Sometimes the data that is used to display charts does not span a wide range of values. For example, a simple bar display shows inventory levels for three products at 14,000, 14,150, and 13,900. The labels and grid lines on the y-axis are at intervals of 500, making the individual values for each product difficult to distinguish. You can scale the axis to focus on the 14,000 range. This has the effect of visually separating the tops of each bar in the display.

For example, your report for the revenues of Personal Accessories contains the following display.



To make the data more meaningful, you can scale the y-axis to give you the following:



You can scale the y-axis for the following display types:

- simple bar
- clustered bar
- stacked bar
- multiline
- three-dimensional bar

This feature is unavailable if the range of all values is greater than the minimum value.

Steps

1. On the y-axis of the display, click the Scale Axis button.

2. To reset the original scale of the axis, click the Restore Axis button.

View Steps in the Dynamic interface

Chapter 7: Distribute Results

Distribute your results by publishing reports to Upfront for others to view, by printing them, or by exporting reports as PDF files or as comma separated value tables that can be opened in other applications, such as Microsoft Excel. You can also create a bookmark to the report that you can save in your Web browser or send to others. When a colleague opens a report that you have published to Upfront or sent as a bookmark, the report opens in their Web browser in PowerPlay Web Explorer.

Using Cognos NoticeCast, you can create an alert that sends an email notification when a specific condition in your data occurs.

Publish Reports to Upfront

Upfront is the Web interface to Cognos enterprise applications and other Web data. In PowerPlay Web you can save your report as a primary NewsItem in an Upfront NewsBox. However, in Upfront, a primary NewsItem can be deleted by other users who have access to the NewsBox. To prevent this, you can publish it as a NewsItem to a personal NewsBox and then create a linked NewsItem in another NewsBox by copying the NewsItem to that NewsBox.

Steps

1. On the PowerPlay Web toolbar, click the Save As button.
   You may be asked to log on to the Upfront server set up by your administrator.
2. Follow the steps in the NewsItem wizard, and click OK.
   The report reappears in your Web browser and is also available for other users from the Upfront NewsBox.

View Steps in the Dynamic interface

Replace Reports in Upfront

If you change a report that was already published to Upfront, you can replace the report for other report consumers. You can only replace a report if you access the report from Upfront and if you have write access to the Upfront NewsBox.

Steps

1. From within Upfront open a report.
2. Explore and format your report until you are satisfied with its current state:
   - In PowerPlay Web Viewer, use the Modify Reports (p. 12) page.
   - In PowerPlay Web Explorer, use any of the available commands to format and explore the report.

3. On the PowerPlay Web toolbar, click the Save button.
   The report information is replaced in Upfront, and the report remains open in your Web browser.

View Steps in the Dynamic interface

Create an Agent

To help individuals who are responsible for business processes manage business events that are time-critical, you can create an agent that examines a data source on a predefined schedule to determine if a business event occurred. When the agent detects a business event, the agent sends a notification to one or more recipients that includes details about the business event.

For example, you can create an agent that will notify you if a specific customer places an order with a value greater than $200,000. The notification initiates a follow-up process with the customer.

An agent appears as an entry in Upfront. Agent entries are similar to other Upfront entries. For example, you can view the properties and create custom views of Agents.

You can provide notification about changes or updates to other types of information delivered through Upfront. For example, you can deliver notifications that are triggered each time an Impromptu report runs. For more information, see the *Cognos Web Portal User Guide*.

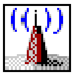
Before you create an agent, identify some important information about the data sources and the individuals responsible for the processes that provide input to the data sources. To select the most appropriate schedule for the agent, you should know how often the data sources are updated. By scheduling the agent to run immediately after the data source update, the agent evaluates the most current data. To ensure that the business event triggers some action, select email recipients that have control over the processes that contributed to the business event.

To create an agent, the Cognos reporting environment must include Cognos NoticeCast. Also, you must have owner or write privileges for the NewsBox where the agent will appear. Anonymous and guest users can't create agents.

For more information about creating agents, see the Cognos NoticeCast *User Guide*.

Steps

1. In the crosstab, select the row, column, or cell that you want the agent to evaluate.



2. Click the Agent button.
3. In the Agent dialog box, click the Create Agent link.
4. On the Condition page, enter the parameters for the agent.
5. If you are prompted to select a destination NewsBox, click Other NewsBox, select a NewsBox in the NewsBox list, and then click OK.
6. On the Name, Description and Location page, enter the name and description information for the agent.
7. On the Schedule page, choose when to run the agent:
   - If you want the agent to run each time the data source is refreshed, select Run when the Data Source is refreshed.
   - If you want the agent to run on an established schedule, select Run on the following schedule, and then select the schedule you want to use from the drop-down list.
8. On the Email page, enter the information you want to include in the email notification.
9. If you want to receive duplicate emails, choose one of these options:
   - Clear the Suppress duplicate emails for the selected topics check box, and click Select topics.
   - On the Select topics page, select the topics for which you don't want duplicate notifications, and then click OK.
10. On the Email page, click Finish.

The agent appears as an entry in Upfront.

View Steps in the Dynamic interface

For information about editing agents, see "Edit an Agent" (p. 55).

Edit an Agent

After you have created an agent in PowerPlay, you can edit the agent in Upfront.

For information about creating agents in PowerPlay, see "Create an Agent" (p. 54).

Steps to Modify the Data the Agent Evaluates

1. In Upfront, click the Actions link for the agent NewsItem.
2. On the Agent Actions page, click Modify the rule.
   The PowerPlay cube appears, as well as the Agent tab showing the current agent conditions.
3. Select the row, column, or cell that you want the agent to evaluate, and then click Update Agent.
   The Modify the Rule page appears. The agent description now shows the new data that the agent evaluates.
4. On the Modify the Rule page, enter the parameters for the agent, and then click OK.

View Steps in the Dynamic interface

Steps to Modify the Agent Schedule

1. In Upfront, click the Actions link for the agent NewsItem.
2. On the Agent Actions page, click Schedule.
3. On the Schedule page, choose when to run the agent:
   - If you want the agent to run each time the data source is refreshed, click Run when the Data Source is refreshed.
   - If you want the agent to run on an established schedule, click Run on the following schedule, and then select the schedule you want to use from the drop-down list.

View Steps in the Dynamic interface

Steps to Modify the Agent Notification List

1. In Upfront, click the Properties link for the agent Newsitem.
2. On the Agent tab, click Edit Email List.
3. On the Email Recipient List page, modify the email recipient information as required, and then click OK.
4. On the agent Properties page, click OK.

View Steps in the Dynamic interface

Steps to Subscribe to the Agent Notification

- To subscribe to the Agent notification, on the Modify the Rule page, click Add Me to the Notification List.

View Steps in the Dynamic interface

Export Data

You can export the data in a PowerPlay report for use in other applications. You can export data in comma separated value (.csv) file format or in PDF format.

Export Data in CSV File Format

You can export data as delimited text using many of the Cognos products:

- In PowerPlay for Windows, you can export data as a delimited ASCII text file (.asc).
- In PowerPlay Web, Cognos Query, Impromptu, and Impromptu Web Reports, you can export data as a Comma Separated Value file (.csv).

Delimited text format is one of the most popular export formats, since the resulting file can be used as an import source by many applications. The updated delimited text format used in Series 7 ensures

- a high degree of compatibility in multi-language environments
- reliability when importing into third-party applications such as Microsoft Excel

Each Cognos product exports data to delimited text format in the same manner, as shown in the following table.

List separator	The list separator specifies what character separates items in a list. Its default value is derived from the locale settings. The list separator selected is not persisted between sessions or Save As operations. **Note:** In Impromptu, you can optionally change this character.
Export of numeric data	The decimal symbol for the locale is used, even if the format or pattern of the number contains an explicit decimal that differs from the locale. The digit grouping symbol (the symbol used to group large numbers such as thousands in the US locale) is not used in the CSV export. The negative sign symbol but not the format of the locale is used. This may also be different than the explicit format used for that number. The negative symbol is always leading. For example, for a German locale of DE_DE, a number that was formatted as "(765 000.45)" is exported to CSV format as "-765000,45".
Export of currency data	Currency values follow the same rules as numbers. The currency symbol is not exported. For example, if the locale is EN_US, and the format of the number in a PowerPlay report is "$123,456.00", then PowerPlay exports "123456.00".
Export of character data	In some products, you can optionally allow quotes to be put around the text. This technique ensures that a text field containing the list separator (such as a comma) is not interpreted as multiple fields in the exported file.
Export of date and time data	Dates are exported in ISO format, *YYYY-MM-DD* Time is exported as ISO format, *hh*:*mm*:*ss.* The hour value (*hh*) uses the 24-hour clock. **Note**: In PowerPlay, the date is defined in the Transformer model and is exported as text.

Note: Locale settings control how data such as numbers, dates and currency are formatted to match the display usual for your country or region. For more information about how locale is determined, see the *Planning Advanced Installations Guide.*

You can view this data in any application that supports comma separated value files, such as Microsoft Excel. If you do not have Microsoft Excel installed, you can save the .csv file to your computer, and then open the file in another application.

If you have Microsoft Excel installed (Excel 97, Excel 2000, or Excel XP) you can save the comma-separated value file (.csv) to your computer or open the data directly in Excel. To open the data directly, your Web browser must be configured to recognize the CSV format.

To configure Internet Explorer Web browsers for Export CSV, you must set the MIME type for the Microsoft Excel Comma Separated Values File format to **text/x-csv** for your operating system. To do this, Open Windows Explorer, click View, Options, and click the File Types tab. Select Microsoft Excel Comma Separated Values File, and click Edit. In the Content Type (MIME) box, type **text/x-csv**

If your administrator enabled the Dimension Line in CSV Export setting, the dimension line appears in your .csv file.

Steps

1. Explore and format your report until you are satisfied with its current state.

2. On the toolbar, click the File flyout menu, and then click Export CSV.
   You are prompted to open the file or save it to your computer.

Tip

- If the cells in your .csv file appear jumbled together, ensure that the regional settings for PowerPlay Web are consistent with the regional settings of your operating system (p. 10).

View Steps in the Dynamic interface

Export Data in PDF Format

You can export and print PowerPlay Web Explorer reports in PDF format. PDF export settings ensure that PDF output from PowerPlay Web Explorer closely matches your interactive reports. You can choose the paper size and orientation of your PDF report output, as well as whether to show borders to aid report readability.

Steps

1. On the PowerPlay Web toolbar, click the File flyout menu, and then click Export PDF.
2. In the Orientation field, click either Portrait or Landscape.
3. In the Paper Size box, select the size you want.
4. If you want to show the borders for crosstab and chart frames, select the Display Frame Borders check box.
5. Click Apply.

Tips

- The settings are changed throughout the current browser session even if you don't export a PDF file. If you don't click Apply, the settings are applied to only the current PDF export.
- To revert to the default PDF settings, click Reset.

6. Choose one of the following options:
   - To save the PDF export settings and return to the PowerPlay Web Explorer report, click Close.
   - To export the PDF file with the settings you chose, click Export.

Tip

- To return to your report in PowerPlay Web Explorer, click the Back button in your Web browser.

View Steps to Export Data in PDF Format in the Dynamic interface

View Steps to Set PDF Export Options in the Dynamic interface

Prepare a Bookmark

Bookmarks are a convenient way to return to specific reports. For example, you bookmark a report showing sales figures filtered for a specific set of products. You then select the name of the report from the list of bookmarks in the Web browser. The report opens in the browser and shows current data.

The Prepare Bookmark button captures the complete URL for the report shown in the Location or Address box of your Web browser. This URL includes information about the categories in the report, data formats, and filtering that is not usually included in the URL. After you capture the URL, you can bookmark the report and add its URL to your list of bookmarks or favorites in your Web browser.

If the complete URL for the report is long, you may be prompted for a number of options because long URLs cannot always be maintained in some Web browsers. The options include:

- Attempt to Open Bookmark, which attempts to show the report with as much of the URL as possible. Some of the details of your report may be lost.
- Save as an Upfront NewsItem, which saves your report to Upfront instead of showing a bookmark. Reports saved to Upfront will maintain all the details of the report. For more information about saving reports to Upfront, see "Publish Reports to Upfront" (p. 53).
- Save This Page With a Link to the Report, which means that you must click File, Save in your Web browser to save the Bookmark Options page as an HTML file on your computer. When you open the saved file in your Web browser, you can create a bookmark. The file will contain a link to the report.

Steps

1. Explore and format your report until you are satisfied with its current state.

2. Click the Prepare Bookmark button.

   The complete URL for the report appears in either the Location or the Address box of your Web browser.
3. Use the features of your Web browser to add the bookmark to the list of Web browser bookmarks or favorites.

Tip

- If you prepare a bookmark before you export a report to PDF, you can return to the original view in PowerPlay Web from the .pdf file.

View Steps in the Dynamic interface

Specify a URL

You can use URLs to access cubes and reports in PowerPlay Web Explorer, and reports in PowerPlay Web Viewer. For example, you specify a URL for a report showing sales figures filtered for a specific set of products. When you type the URL in the Address box of your Web browser, the report opens in your browser and shows current data. You can save the URL to use again at a later date, or modify the URL to view different information in the cube or report. This method can be used by external applications to call a filtered view of a cube or report.

When you use a URL to open a PowerPlay Web report, you can choose to open the report in either HTML or PDF format.

Use the following URL parameters to specify how you want the cube or report information to be shown.

URL Parameter	Description
TARGET	Required. Specifies the cube or report name. Characters must be URL-safe. Space delimiters must be URL encoded as %20. **Example:** TARGET=Great%20Outdoors
FILTER	Optional. Specifies a filter expression to filter a cube or report on a dimension or measure. Each filter record consists of a dimension code and a corresponding category code. All non-safe URL characters must be URL encoded, and tab delimiters must be URL encoded as %09. The delimiters separate the dimension code and category code that comprise a filter record, and separate the filter records themselves. **Dimension Filter Example:** FILTER=Locations%09Europe FILTER=Locations%09Europe%09Products%09Environmental%20Line **Measure Filter Example:** FILTER=Products%09Outdoor%20Products%09MEASURES%09Quantity%20Sold **Note:** Category codes are populated and available at the time a cube is created. To validate the category codes, review the DM (Dimension Map) and FC (Filter Code) values in the source page view of the PowerPlay Web Dynamic interface (DHTML). **Example:** NAME="DM"VALUE="Years Products " NAME="FC"VALUE="1 Outdoor Products " To represent these DM and FC values as a FILTER URL parameter: FILTER=Products%09Outdoor%20Products

URL Parameter	Description
FORMAT	Required. Specifies how the cube or report is viewed. To view the cube or report in PowerPlay Web Explorer, specify **HTML**. To view the report in PowerPlay Web Viewer, specify **PDF**. FORMAT values are case-sensitive. **Example:** FORMAT=HTML
PROMPT	Optional. Specifies whether the Modify Report page is shown before a report is rendered. To show the Modify Report page, specify **YES**. To go directly to the report, specify **NO**. **Example:** PROMPT=NO **Note:** The PROMPT URL parameter is supported only for PowerPlay Web Viewer reports when the report .cfx file has prompts specified.

Example

This URL opens the Great Outdoors cube in PowerPlay Web Explorer, and filters the cube data on Europe (location dimension) and Environmental Line (product category).

http://*servername*/*virtual directory*/cgi-bin/ppdscgi.exe?TARGET=Great%20Outdoors&FILTER=Locations%09Europe%09Products%09Environmental%20Line&FORMAT=HTML&PROMPT=YES

Because this example specifies a cube as the target, the Prompt URL parameter is ignored.

Print Reports

In PowerPlay Web Viewer, you print reports using the Print button on the Adobe Acrobat toolbar. In PowerPlay Web Explorer, you can print the report by exporting to PDF and then using the Print button on the Adobe Acrobat toolbar.

You print reports using the Adobe Acrobat PDF format to render, paginate, and size the output, producing high-quality reports suitable for distribution. You can use PDF printing for both PowerPlay Web Viewer and PowerPlay Web Explorer reports.

Steps to Print Web Viewer Reports

- On the Adobe Acrobat Reader toolbar, click the Print button.

Note

- Do not use the Print command in your Web browser toolbar for PowerPlay Web Viewer reports.

Steps to Print Web Explorer Reports

For information about exporting PowerPlay Web Explorer reports to PDF format, see "Export Data in PDF Format" (p. 57).

- On the Adobe Acrobat Reader toolbar, click the Print button.

View Steps in the Dynamic interface

Appendix A: Forecast Formulae

All PowerPlay forecasting methods use univariate techniques, which means that each category, whether a row, a column, or a summary row or column, is treated as a separate time series.

For clarification of the Forecast function and the legal explanation of its terms of use, see "Create a Forecast" (p. 30).

Trend Forecast Formula

The formula for Trend forecasting is:

$$y = at + b$$

where *y* is the dependent variable (for example, revenue); *t* is the independent time variable and

$$a = \frac{N\left(\sum_{i=1}^{N} t_i y_i\right) - \left(\sum_{i=1}^{N} t_i\right)\left(\sum_{i=1}^{N} y_i\right)}{N\left(\sum_{i=1}^{N} t_i^2\right) - \left(\sum_{i=1}^{N} t_i\right)^2}$$ (the slope of the trend line)

and

$$b = \frac{\left(\sum_{i=1}^{N} y_i\right)\left(\sum_{i=1}^{N} t_i^2\right) - \left(\sum_{i=1}^{N} t_i\right)\left(\sum_{i=1}^{N} t_i y_i\right)}{N\left(\sum_{i=1}^{N} t_i^2\right) - \left(\sum_{i=1}^{N} t_i\right)^2}$$ (the intercept)

The coefficient of determination, a measure of how closely the trend line corresponds to your historic data, is defined by the following equation:

$$R^2 = 1 - \frac{SSE}{SST}$$

where

$$SSE = \sum_{i=1}^{N} (y_i - \hat{y}_i)^2$$ (sum square of the residual errors)

and

$$SST = \left(\sum_{i=1}^{N} y_i^2\right) - \frac{\left(\sum_{i=1}^{N} y_i\right)^2}{N}$$

Growth Forecast Formula

The formula for Growth forecasting is:

$$y = bt^a$$

where *b* is the intercept and *a* is the constant growth rate.

PowerPlay uses a logarithmic transformed regression model to solve this equation.

Autoregression Forecast Formula

The formula for Autoregression forecasting is:

$$y_t = \sum_{j=1}^{M} d_j y_{t-j}$$

where

$$\sum_{j=1}^{M} \phi_{|j-k|} d_j = \phi_k \qquad (k = 1, \ldots, M)$$ (d_j are the linear prediction (LP) coefficients)

and

$$\phi_j \equiv \langle y_i y_{i+j} \rangle \approx \frac{1}{N-j} \sum_{i=1}^{N-j} y_i y_{i+j}$$ (auto-correlation of the historic series)

PowerPlay uses Burg's algorithm and a data window (M) equal to half the number of data points to solve these equations.

Appendix B: Steps in the Dynamic Interface

This Appendix contains the steps for completing PowerPlay Web user activities in the Dynamic user interface.

PowerPlay Web Explorer

Steps to View a Chart and Table Together

- With the report open, click the Split View button on the toolbar.
  By default, a bar chart and a crosstab appear. You can use the crosstab and chart buttons on the toolbar to change the crosstab or the chart.

Tip

- To return to a single view of the data, click the Split View button again.

Steps to Choose Categories

- In the Change Rows or Change Columns box, select a category.

Note

- The display type determines whether you can change the row category. For example, a pie display can only show one category as a percentage of its total; therefore, you can only select the column category, and not the row category.

Steps to Change the Measure Used

- In the Change Measure box, select a measure.

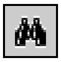
Steps to View All Measures

- In the Change Rows or Change Columns box, select Measures.

Tips

- You can change the order in which the measures appear in your current report (p. 42).
- If the measure you want to use is not available, ask your PowerPlay administrator to add it to the cube.

Explore Data



Steps to Find Specific Dimensions or Measures

1. With the PowerPlay Web Explorer report open, click the Find button on the toolbar.
   The Find window opens on the left side of your browser window.
2. In the Search String box, select the search criteria you want to use and then, in the adjacent box, type the text to search for.
3. In the Find Text In box, choose whether to search a report or a cube.
4. In the Position box, choose whether to search Rows, Columns, or Rows and Columns.
   Tip: The Position box changes to a Dimension box when you select a Cube search. You can then limit the search to a particular dimension.
5. Click Find.
   The search results appear in the bottom of the Find window.

6. To view the data you were searching for in your PowerPlay Web Explorer report, select the radio button for the data you want to view, and choose one of the following options:
    - If the category appears in the current report, click the Go To link to isolate the data in the report.
    - To filter the report on the returned category, click Filter.
    - To show the returned category in the report rows, click Rows.
    - To show the returned category in the report columns, click Columns.

Steps to Drill Down

- Choose the level of detail you want to view:
    - To view a particular category, click any hyperlink category or graphic area in the display.

    This action drills down on the category, showing the level below.

    - To view a whole level, in the Change Rows or Change Columns box, click [Down a Level].

    This action drills down on the level, replacing the row or column with the child categories of all the currently shown categories.

Steps to Drill Down Multiple Levels

1. Pause the pointer over a category in a crosstab display or in the legend of a graphic display.
2. From the cascading menus, click any level category.

Steps to Drill Up

- In the Change Rows or Change Columns box, click a higher-level category.

  Tip: If you previously drilled down by using [Down a Level], you can drill back up by clicking [Up a Level]. You can also use the Back button of your Web browser to drill up or down to where you previously were.

Steps to Filter Data

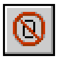
- On the dimension line, click a dimension, and then select a child category.

  The dimension line shows the new category level that the report is filtered on.

  If the dimension contains more entries than those shown in the list, click Page Down to show more entries. In older version Web Browsers, click More Below to add more entries to the list.

  By default, the maximum number of entries shown in a list for each dimension is 200. However, your administrator can change this number.

Tips



- Whole rows or columns may change to zeros after you filter information for the categories. You can use the Suppress Zeros button on the toolbar to hide columns that show all zeros in the report.
- If you click Refresh in your Browser window, PowerPlay returns you to the source view of your cube.
- In newer version Web browsers, you can choose any level category from the cascading dimension lists.
- To remove filtering on the dimension, click the highest-level category from the same list.

- To remove all filters from all dimensions, click the Reset Dimensions button on the dimension line.
- Choose how you want to save the current view:

    - On the PowerPlay Web toolbar, click the Save As button to publish your report to Upfront (p. 53).

    - In PowerPlay Web, click the Prepare a Bookmark button on the PowerPlay Web toolbar to save your view as a bookmark (p. 58).

Steps to Nest Categories

- Choose how you want to nest categories:
  - To nest the child categories in a new row or column, click the expand icon beside the Change Rows or Change Columns box.
  - To nest the child categories in a new row or column, from the dimension line, click the dimension you want to nest, click Action, Nest, and either Rows or Columns.
  - To add a nested category from a different dimension, pause the pointer over the expand icon beside the Change Rows or Change Columns box, and click a category to nest.

Steps to Remove Nested Categories

- Click the collapse icon beside the Change Rows or Change Columns box of the nested category.

Tips

- To format your nested crosstab with level indenting, change to an Indented Crosstab display (p. 44).
- When you view nested categories in a graphic display type, PowerPlay Web creates a chart for each parent category. To isolate a display, click the Zoom In button.

Steps to Replace Nested Categories

- Click the Change Rows or Change Columns box of the nested category, and then click either [Up a Level] or [Down a Level].

Steps to Hide Totals

- Click the Change Rows or Change Columns box of a category, and click Action, Hide Totals.

Steps to Hide Subtotals

- Click the Change Rows or Change Columns box of a nested category, and click Action, Hide Subtotals.

Steps to Perform Calculations

1. Pause the pointer over a category in a crosstab display or in the legend of a graphic display.
2. Click Action, and then click Insert Calculation.
3. In the Operation box, select an operation to perform.
4. From the Includes Categories list, select the items you want included in the calculation.

   The Includes Categories list contains only the categories that are in the current display. For example, if you limited the number of rows to 10 (p. 40), the Includes Categories list contains only the 10 categories that correspond to the rows in the display.

   If you want to use a constant in the calculation, select the check box beside Number and enter the constant in the box.
5. In the Calculation Name box, type a name for the new row or column, and click OK.

   The new category appears in italicized text in the display.

Note

- If you want to remove or rename the calculation, pause the pointer over the new calculated category, and then click the appropriate item. For more information about adding to or changing the calculation, see "Edit Calculations" (p. 29).

Steps to Edit Calculations

1. Pause the pointer over a row or column containing a calculation, and then click Edit Calculation.
2. In the Operation box, select an operation to perform.

3. From the Includes Categories list, select the items you want included in the calculation.
   The Includes Categories list contains only the categories that are in the current display. For example, if you limited the number of rows to 10 (p. 40), the Includes Categories list contains only the 10 categories that correspond to the rows in the display.
4. In the Name for Calculation box, type a name for the new row or column, and click OK.
   The new category appears in italicized text in the display.

Steps to Create a Forecast Calculation

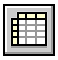
For clarification of the Forecast function and the legal explanation of its terms of use, see "Create a Forecast" (p. 30).

1. Pause the pointer over a time category in your crosstab display or in the legend of your graphic display, click Action, and then click Insert Calculation.
2. In the Operation box, select Forecast.
3. From the Forecast Method list, select the forecasting method you want to use.
   The methods are Trend, Growth, and Autoregression.
4. In the Forecast Horizon box, type the number of time periods to forecast.
5. Click OK.

Tips

- To change the label of a calculation, pause the pointer over the label, and then click Rename. Type the new label in the Rename box, and click OK.
- To see the formula or categories used for a calculation, pause the pointer over the label for the calculation, and then click Explain.

Steps to Hide Data



1. On the toolbar, click the Crosstab button.
2. Click the Change Measure box, and then click Action, Get Data Later.
3. Explore the report until you are satisfied with its current state.
4. In the display, click Get Data.

Steps to View Explanations

1. On the toolbar, click the Explain button.
   The Explanation frame opens on the left side of your Web browser.
2. Click the Detailed Explanation button next to the category you want an explanation for.
   For a cell, click the Detailed Explanation button in a row and a column marking an intersection. For a measure, you must first add measures to the report (p. 22).

Tip

- If an item other than an individual cell does not contain descriptive information in the Explanation window, you can ask your PowerPlay administrator to add it to the cube.

Steps to Drill Through

1. On the toolbar, click the Drill Through button.
   A menu of all available reports appears.
2. Click the report you want to drill through to.

Format Data

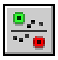
Steps to Show Report Values as Percentages

- In the Measure Format box, select a percentage data format.

Steps to Convert Currency Values

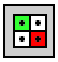
- In the Measure Format box, select the currency you want.
  If you use a different currency from the one used when the cube was created, the currency appears below the display.
  If no currencies are available, none were defined in the cube.

Steps to Highlight Exceptions Automatically



- On the PowerPlay Web toolbar, click the Automatic Exception Highlighting button.
  PowerPlay Web applies the rules and shows "Exception highlighting" below the display.

Steps to Create a Custom Exception

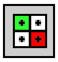


1. On the PowerPlay Web toolbar, click the Custom Exception Highlighting button.
   The Custom Exception frame opens on the left side of your Web browser.
2. Click Add.
   The Exceptions panel opens.
3. In the Exception Name box, type a name for the exception.
4. In the From box, enter a minimum value for the first range.
5. In the To box, enter a maximum value for the first range.
6. From the Text color well, select a color for the text.
7. From the Cell color well, select a color for the background.
8. Define up to four additional value ranges for this exception.
9. Click OK.
   The new definition appears in the Defined Exceptions list.

Tips

- You can also select Minimum from the From column drop-down list or Maximum from the To column drop-down list. Selecting Minimum as the From value defines the range as having no lower boundary. Similarly, Maximum creates a range with no upper boundary.
- To edit a custom exception definition, select it from the Defined Exceptions list and click Edit instead of Add. You can make changes to the range values specified for the exception definition, their characteristics or the name of the exception.
- To delete a custom exception definition, select it from the Defined Exceptions list and click Delete. When you delete a custom exception that is currently applied, your display refreshes dynamically.

Steps to Apply a Custom Exception



1. On the PowerPlay Web toolbar, click the Custom Exception Highlighting button.
   The Custom Exceptions frame opens on the left side of your Web browser.
2. Select a column, a row, several columns or rows, or the entire report by clicking the appropriate custom exception icon.
3. Choose a custom exception from the Defined Exceptions list.
4. Click Apply.
   PowerPlay Web applies the rules to the selected category.

Tips

- To remove the application of an exception, select the category where it is applied, select (none) from the Defined Exceptions list and click Apply.
- To apply a global exception, click the custom highlighting icon in the upper left cell of the display, choose an exception definition and click Apply. PowerPlay applies the exception rule to the entire report, including dimensions, categories and levels that are not visible in the current display.
- You can apply one custom exception to a summary category and a different exception to its children. Apply the exception definition you want for the children to the summary total, expand the summary to show the children, and then apply the exception you want to the summary total only.

Steps to Sort Column Values

- Click the Sort button above the column label until you see the sort order you want.

Tips

- To remove the value sorting, pause the pointer over the Sort button, and then click No Sort. The Sort button changes to a grey triangle pointing down.
- You can pause the pointer over the Sort button, and select a sort order.

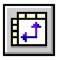
Steps to Sort Row Values

- Click the Sort button beside the row label until you see the sort order you want.

Tips

- To remove the value sorting, pause the pointer over the Sort button, and then click No Sort. The Sort button changes to a grey triangle pointing down.
- You can pause the pointer over the Sort button, and select a sort order.

Steps to Swap Rows and Columns



- On the toolbar, click the Swap Rows and Columns button.

Steps to Swap Nested Levels

- Click the Change Rows or Change Columns box, click Action, and then click one of the following:
  - [Swap Up] or [Swap Down] to swap nested rows.
  - [Swap Left] or [Swap Right] to swap nested columns.

Tip

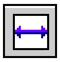
- You can also use the same procedures to swap dimensions in chart displays.

Steps to Limit the Size of Crosstabs

1. In the Rows box on the toolbar, select the maximum number of rows to show on each page of the display.

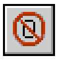
2. In the Columns box on the toolbar, select the maximum number of columns to show on each page of the display.

Tip



- To fit your display on one page, click the Fit to Page button on the toolbar.

Steps to Apply Zero Suppression



- On the toolbar, click the Zero Suppression button.
  All rows and columns that contain only zeros are removed, and PowerPlay Web shows "Zero suppression" at the bottom of the report page.

Steps to Apply 80/20 Suppression

- On the toolbar, click the 80/20 Suppression button.

  PowerPlay Web shows the total of values suppressed in an additional row or column called "Other" and shows "80/20 suppression" at the bottom of the report page. If a category labelled "Other" is not shown, all the categories in the report dimension contribute to eighty percent of the total.

Steps to Hide a Single Category

1. Pause the pointer over a category in a crosstab display or in the legend of a graphic display.
2. Pause the pointer over Action.
3. Click Hide this Row or Hide this Column.

Steps to Hide or Show Multiple Categories

1. Pause the pointer over a category in a crosstab display or in the legend of a graphic display.
2. Pause the pointer over Action.
3. Click Hide/Show Rows or Hide/Show Columns.
4. In the Visible Categories list, clear the check boxes for categories you want to hide, and click OK.

   The Visible Categories list contains only the categories that are in the current display. For example, if you have limited the number of rows to 10 (p. 40), the Visible Categories list will contain only the 10 categories that correspond to the rows in the display.

   If you want to hide other categories, you must show the other category in the display and then hide the category using the steps above.

Tip

- A cube may contain precalculated categories that were inserted when the cube was created. To show or hide these categories, click Show Calculated Categories or Hide Calculated Categories in the Measure box.

Steps to Reorder Measures

1. Pause the pointer over a category in the crosstab display.
2. Pause the pointer over Action.
3. Click Hide/Show Columns.
4. In the Visible Categories list, select the check box for each measure you want to move.
5. Click OK.

   PowerPlay hides the measures you chose in the list.
6. Pause the pointer over a category in the crosstab display.
7. Pause the pointer over Action.
8. Click Hide/Show Columns.
9. In the Visible Categories list, scroll to the end of the list.

   The hidden categories appear at the end of the list.
10. Select the check box for the hidden categories you want to show.

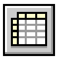
    The category appears as the right-most column.

Tips

- You can create this custom ordering whether your measures appear as rows or as columns.
- A cube may contain precalculated categories that were inserted when the cube was created. To show or hide these categories, click Show Calculated Categories or Hide Calculated Categories in the Measure box.

- You can continue hiding and showing measures until you are satisfied with the order in which they appear.
- To completely restructure the measures order, try hiding all measures except the one you want to appear first. Show measures one at a time or in contiguous groups to achieve the preferred order.
- The Visible Categories list contains only the categories that are in the current display. For example, if you limited the number of rows to 10 (p. 40), the Visible Categories list contains only the 10 categories that correspond to the rows in the display.

Steps to View a Crosstab Display



- On the toolbar, click the Crosstab button.

Steps to View an Indented Crosstab Display

- On the toolbar, click the Indented Crosstab button.

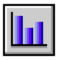
Steps to View a Pie Display

- On the toolbar, click the Pie button.

Steps to Modify a Pie Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Pie section on the Display Options tab, use names or values to label the pie slices:
   - To label pie slices with names, click With Names.
   - To label pie slices with values, click With Values.
3. Click Apply, and then click OK.

Steps to View a Simple Bar Display

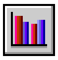


- On the toolbar, click the Simple Bar button.

Steps to Modify a Simple Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Simple Bar section on the Display Options tab, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the bar display, select the Show the Gridlines check box.
   - To show the data values on the bars in the bar display, select the Show Values on Bars check box.
3. Click Apply, and then click OK.

Steps to View a Clustered Bar Display

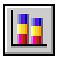


- On the toolbar, click the Clustered Bar button.

Steps to Modify a Clustered Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Clustered Bar section on the Display Options tab, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the clustered bar display, select the Show the Gridlines check box.
   - To show the data values on the bars in the clustered bar display, select the Show Values on Bars check box.
3. Click Apply, and then click OK.

Steps to View a Stacked Bar Display



- On the toolbar, click the Stacked Bar button.

Steps to Modify a Stacked Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Stacked Bar section on the Display Options tab, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the stacked bar display, select the Show the Gridlines check box.
3. Click Apply, and then click OK.

Steps to View a Multiline Display

- On the toolbar, click the Multiline button.

Steps to Modify a Multiline Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the Multiline section on the Display Options tab, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the multiline display, select the Show the Gridlines check box.
   - To show markers on the multiline display, select the Show Markers check box.
3. Click Apply, and then click OK.

Steps to View a Three-Dimensional Bar Display

- On the toolbar, click the 3D Bar button.

Steps to Modify a Three-Dimensional Bar Display

1. On the PowerPlay Web toolbar, click the Display Options button.
2. In the 3D Bar section on the Display Options tab, change the following settings:
   - To modify the y-axis scale, select the Use Manual Axis Scale check box, and then enter new values for the y-axis in the Minimum Value and Maximum Value boxes.
   - To show the gridlines on the three-dimensional bar display, select the Show the Gridlines check box.
3. Click Apply, and then click OK.

Steps to Scale the Y-Axis

1. On the y-axis of the display, click the Scale Axis button.

2. To reset the original scale of the axis, click the Restore Axis button.

Distribute Results

Steps to Publish Reports to Upfront

1. On the PowerPlay Web toolbar, click the Save As button.
   You may be asked to log on to the Upfront server set up by your administrator.
2. Follow the steps in the NewsItem wizard, and click OK.
   The report reappears in your Web browser and is also available for other users from the Upfront NewsBox.

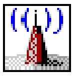
Steps to Replace Reports in Upfront

1. From within Upfront open a report.
2. Explore and format your report until you are satisfied with its current state:
   - In PowerPlay Web Viewer, use the Modify Reports (p. 12) page.
   - In PowerPlay Web Explorer, use any of the available commands to format and explore the report.

3. On the PowerPlay Web toolbar, click the Save button.
   The report information is replaced in Upfront, and the report remains open in your Web browser.

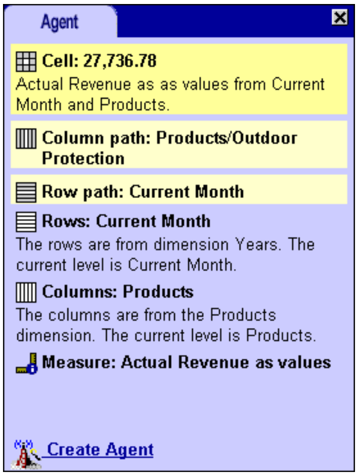
Steps to Create an Agent

1. Open a PowerPlay Web cube or report.



2. On the PowerPlay Web toolbar, click the Agent button.
3. To specify the data the agent evaluates, choose one of the following options:
   - To select a column, click the agent icon beside the column heading.
   - To select a row, click the agent icon beside the row heading.
   - To select a specific cell, click the column and row agent icons.

   A summary of the agent condition appears on the Agent tab.



4. On the Agent tab, click Create Agent.
5. On the Condition page, enter the parameters for the agent.
6. If you are prompted to select a destination NewsBox, click Other NewsBox, select a NewsBox in the NewsBox list, and then click OK.
7. On the Name, Description and Location page, enter the name and description information for the agent.

8. On the Schedule page, choose when to run the agent:
   - If you want the agent to run each time the data source is refreshed, select Run when the Data Source is refreshed.
   - If you want the agent to run on an established schedule, select Run on the following schedule, and then select the schedule you want to use from the drop-down list.
9. On the Email page, enter the information you want to include in the email notification.
10. If you want to receive duplicate emails, choose one of these options:
    - Clear the Suppress duplicate emails for the selected topics check box, and click Select topics.
    - On the Select topics page, select the topics for which you don't want duplicate notifications, and click OK.
11. On the Email page, click Finish.

The agent appears as an entry in Upfront.

Steps to Modify the Data the Agent Evaluates

1. In Upfront, click the Actions link for the agent NewsItem.
2. On the Agent Actions page, click Modify the rule.
   The PowerPlay cube appears, as well as the Agent tab showing the current agent conditions.
3. To change the data the agent evaluates, choose one of the following options:
   - To select a column, click the agent icon beside the column heading.
   - To select a row, click the agent icon beside the row heading.
   - To select a specific cell, click the column and row agent icons.
4. In the Agent dialog box, click Update Agent.
   The Modify the Rule page appears. The agent description now shows the new data the agent evaluates.
5. On the Modify the Rule page, enter the parameters for the agent and click OK.

The Agent NewsItem is updated with the new conditions.

Steps to Modify the Agent Schedule

1. In Upfront, click the Actions link for the agent NewsItem.
2. On the Agent Actions page, click Schedule.
3. On the Schedule page, choose when to run the agent:
   - If you want the agent to run each time the data source is refreshed, click Run when the Data Source is refreshed.
   - If you want the agent to run on an established schedule, click Run on the following schedule, and then select the schedule you want to use from the drop-down list.

Steps to Modify the Agent Notification List

1. In Upfront, click the Properties link for the agent Newsitem.
2. On the Agent tab, click Edit Email List.
3. On the Email Recipient List page, modify the email recipient information as required, and click OK.
4. On the agent Properties page, click OK.

Steps to Subscribe to the Agent Notification

- To subscribe to the Agent notification, on the Modify the Rule page, click Add Me to the Notification List.

Steps to Export Data in CSV Format

1. Explore and format your report until you are satisfied with its current state.

2. On the toolbar, click the Export CSV button.
   You are prompted to open the file or save it to your computer.

Note

- If you are using Internet Explorer 4.0, we recommend that you use service pack (SP) 2 version 3283 or later for Export CSV. You can verify the version number, by clicking Help, About Internet Explorer in your Web browser.

Tip

- If the cells in your .csv file appear jumbled together, ensure that the regional settings for PowerPlay Web are consistent with the regional settings of your operating system (p. 10).

Steps to Export Data in PDF Format

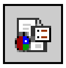
- Click the Export PDF button on the toolbar.
  The Report appears in PDF format in your Web browser.

To return to your report in PowerPlay Web Explorer, click the Back button in your Web browser.

Note

- If you are using Internet Explorer 4.0, we recommend that you use service pack (SP) 2 version 3283 or later for exporting data in PDF format. You can verify the version number, by clicking Help, About Internet Explorer in your Web browser.

Steps to Set PDF Export Options



1. Click the PDF Export Options button on the toolbar.
2. In the Orientation field, click either Portrait or Landscape.
3. In the Paper Size box, select the size you want.
4. If you want to show the borders for crosstab and chart frames, select the Display Frame Borders check box.
5. Click Apply.

Tips

- The settings are changed throughout the current browser session even if you don't export a PDF file. If you don't click Apply, the settings are applied to only the current PDF export.
- To revert to the default PDF settings, click Reset.

6. Choose one of the following options:
   - To save the PDF export settings and return to the PowerPlay Web Explorer report, click Close.
   - To export the PDF file with the settings you chose, click Export.

Note

- If you are using Internet Explorer 4.0, we recommend that you use service pack (SP) 2 version 3283 or later for exporting data in PDF format. You can verify the version number, by clicking Help, About Internet Explorer in your Web browser.

Tip

- To return to your report in PowerPlay Web Explorer, click the Back button in your Web browser.

Steps to Prepare a Bookmark

1. Explore and format your report until you are satisfied with its current state.

2. Click the Prepare Bookmark button.

   The complete URL for the report appears in either the Location or the Address box of your Web browser.

3. Use the features of your Web browser to add the bookmark to the list of Web browser bookmarks or favorites.

Steps to Print Web Explorer Reports

For information about exporting PowerPlay Web Explorer reports to PDF format, see "Steps to Export Data in PDF Format" (p. 74).

- On the Adobe Acrobat Reader toolbar, click the Print button.

Glossary

3-D Display

A graph that shows relationships between two or more variables. Use a 3-D display to analyze large quantities of data that are difficult to interpret otherwise.

Access Control

The mechanisms that limit user access to information or controls based on user identity and membership in predefined groups. Access control is typically used by system administrators to control user access to network resources, such as servers, directories, and files.

Agent

A process that monitors data and uses email to deliver alerts when the data meets predefined thresholds and notifications when the data changes. Agents run according to a predefined schedule or when new Business Intelligence content becomes available.

See also notification.

Alert

See notification.

Alternate Drill-Down Path

An alternate path within the same dimension that leads to child categories.

Ancestor Category

In PowerPlay, a category above another category along a drill-down path. For example, 1997 is an ancestor category of 1997/Apr.

Automatic Exceptions

Exceptional values that are automatically highlighted. A value is considered exceptional if it deviates significantly from the expected value computed from its row and column percentages.

Autoregression

A method of forecasting based on the auto-correlation approach to time series forecasting. Autoregression forecasting is most reliable when the driving factors of your business affect your measures in a linear fashion.

Base Value

The category against which proportions are calculated in Percent of Base calculations.

Calculated Category

A category that shows the results of a calculation. Calculated categories are added to the cube in Transformer. In PowerPlay Web Explorer, you can choose to hide calculated categories.

Calculated Column

A column whose values are calculated from other columns, functions, constants, and other calculated columns.

Calculated Measure

A measure whose values are calculated from other measures, mathematical operators, and numeric constants in an arithmetic equation.

See also "Measure" (p. 80).

Category

The items in the rows or columns of the report.

Category Label

A name that identifies a category.

See also "Category" (p. 78).

Child Category

A category one level below another category along a drill-down path. For example, 1997/Q1 is a child category of 1997, where 1997 is the parent category.

See also "Parent Category" (p. 81).

Children

Categories one level below another category along a drill-down path. For example, Outdoor Products, Environmental Line, and GO Sport Line are children of Products.

Clustered Bar Display

A chart that groups related information, compares summaries, and compares categories.

Column

A category that shows related information in a vertical list.

Control Cube

A cube that contains the structural information used to combine multiple time-segmented PowerCubes into a time-based partitioned cube.

Crosstab Display

A chart that shows data in tabular format.

Cube

A multidimensional data source created in PowerPlay Transformer. It contains measures (data) organized into dimensions to provide faster retrieval and drill-down in PowerPlay.

Custom Exceptions

Exceptional values that are defined as rules and applied to categories in a report. A value is considered exceptional if it falls within the defined value range.

Descendant Category

Any category below another category along a drill-down path. For example, 1997/Apr is a descendant of 1997.

See also "Ancestor Category" (p. 77) and "Child Category" (p. 78).

Dimension

A broad grouping of descriptive data about a major aspect of a business, such as products, dates, or markets. Each dimension includes different levels of categories in one or more drill-down paths and an optional set of special categories.

Dimension Line

In PowerPlay for Windows and PowerPlay for Excel, one or more rows that shows the categories from each dimension used to filter on data for the current report.

In PowerPlay Web, one or more rows that shows the categories used to filter the data from each dimension in the cube. The dimension line appears above the display in your Web browser.

In Transformer, the row of dimension names that appears either along the top of the dimension map window or just below the Measures and Data Sources option buttons in the Show Scope window.

Dimension Viewer

An organized view of all dimensions, levels, and categories in the selected cube. Use the dimension viewer to add categories as rows or columns and to filter information.

You can also use the dimension viewer in Windows to add categories as layers, create subset definitions, format measures, and define sets of categories.

Display

A type of chart or graph.

You can change the display by clicking a display button on the toolbar.

Drill

An action that shows different categories. Drilling down shows child categories. Drilling up removes child categories from the report.

Drill Down

An action that shows child categories.

Drill-Down Path

A line that connects a root category to a leaf category and that passes through the drill category of the primary or alternate drill-down path.

See also "Leaf Category" (p. 80) and "Root Category" (p. 82).

Drill Through

To view the information linked to a value in a report, cube, or macro, or a PowerPlay cube, PowerPlay report, PowerPlay Web report, Impromptu report, Impromptu Web report, or Cognos Web Query (IWQ) report. For example, you can drill through a value to view the detailed sales transactions for a particular customer. Any filtering of information in the original object is automatically applied.

In Cognos Planning, drill through is not supported. However, you can look up values from another cube, or update a plan using values from another plan that has the same set of dimensions.

Drill Up

An action that removes the child categories, and adds the parent and sibling categories.

Dynamic User Interface

PowerPlay Web Explorer interface based on Dynamic HTML.

Enhanced User Interface

PowerPlay Web Explorer interface based on enhanced Internet Explorer support.

Event

An action or occurrence that a program can respond to. An event can be simple, such as clicking a button, or complex, such as meeting a set of conditions defined in an agent. For example, if the event is refreshing a data warehouse, Impromptu Web Reports runs a report each time the warehouse is refreshed.

Exception Highlighting

Formatting that is applied when the information in the report meets the conditions set by the automatic exception sensitivity, or by the application of a custom exception.

Explain Window

A window that shows details about the current information. The administrator decides what to include when they create the cube.

Filter

A method to emphasize information important to you by removing unnecessary information from the report. For example, instead of looking at the total sales picture, you can view sales for a specific region, product line, or demographic market without deleting data in the report.

Forecast

A calculation of future value by using existing values on the current display. In PowerPlay, you can use forecast to predict future values beyond that currently appearing in your window.

Generic User Interface

PowerPlay Web Explorer interface based on generic HTML.

Growth

A method of forecasting based on the exponential regression technique of time series forecasting. Growth forecasting is most reliable when the driving factors of your business affect your measures exponentially.

Leaf Category

A category at the lowest level of detail in a dimension. For example, if a dimension contains the levels State, City, and Store, and has within these levels the categories California, San Diego, and Pro Form Supplies, then Pro Form Supplies is a leaf category.

Legend

An explanatory list of categories in the report for certain displays. It shows the category name and color representing the associated data. The legend doesn't appear in crosstab, simple bar, single line, and three-dimensional bar displays.

Level

An object that contains common or default attributes for all its member categories. When users drill down on a dimension, they can drill down on categories from one level to another.

Measure

A performance indicator that is quantifiable and used to determine how well a business is operating. For example, measures can be Revenue, Revenue/Employee, and Profit Margin %.

Measure Folder

A folder that groups measures from a PowerPlay model into logical groupings. A measure folder can be hierarchical and group either like measures to be collected or calculated measures based on existing measures.

Multidimensional Cube (MDC)

See "Cube" (p. 78).

Multiline Display

A chart that reveals and compares trends and cycles to show relationships between variables. It also shows time series analysis and relationships between variables.

Nested Category

Categories are arranged in multiple levels along the rows, columns, or layers in a crosstab display. Nested categories form groups of information that add another perspective to a report.

Nested Crosstabs

A crosstab display contains categories arranged in multiple levels along the rows or columns.

NewsBox

A container in Upfront for NewsItems, NewsBoxes, and subscriptions to NewsBoxes.

NewsIndex

All the objects that a user can see and interact with in Upfront.

NewsItem

The source object that points to the underlying report. Security is applied to the NewsItem.

Notification

An email message generated by an agent and sent to one or more recipients to provide information about a business event.

See also agent, and event.

Parent Category

A category one level above another category along a drill-up path. A category can have more than one parent if it lies along more than one drill-down path. The parent value is usually a consolidation of all its children’s values.

For example, 1997 is the parent category of 1997 Q1, 1997 Q2, 1997 Q3, and 1997 Q4.

Pie Display

A chart that shows the relationship between the whole and the parts. For example, a pie display can show you how much of a department’s budget goes to paper supplies.

Publish

Creates a NewsItem in Upfront for other report consumers. Publish is equivalent to saving a report.

Relative Time Category

A special category in a time dimension that allows cube users to create reports using time periods such as Current Month, Last Month, and Quarter-to-Date, each of which is defined relative to the current period.

Relative time categories are updated automatically by the administrator in Transformer, according to the current period set for the dimension.

Report

A document created in PowerPlay for Windows or PowerPlay for Excel, and opened in PowerPlay Web Viewer. A report consists of data selected from a cube. When you save a report and later re-open it, you open the report with the current data from the cube.

Root Category

The category in a dimension or subdimension from which all other categories are descendant.

Row

A category that shows related information in a horizontal list.

Rule

The criteria used by an agent to evaluate data to determine whether a business event occurred. Rules are defined as part of a business information entity.

See also agent, and event.

Sibling Category

Categories at the same level. For example, Outdoor Products, Environmental Products, and GO Sports Line are sibling categories of the parent category Products.

Simple Bar Display

A chart that shows change over a specific time period, contrasts two or more variables, and reveals trends and irregularities in a bar format. This type of display useful for discrete data.

Single Line Display

A chart that shows change over a specific time period, contrasts two or more variables, and reveals trends and irregularities in a line format. This type of display is useful for continuous data.

Slice and Dice

Changes and arranges data when you

- choose different categories for your report
- drill down and drill up
- filter information

For example, if a report shows the number of products sold by each branch at the end of the last quarter, you can slice and dice information to show revenue over the last two months for each product line.

Sort

Arranges values in numerical order or labels in alphabetical order. You can sort in ascending or descending order.

Split View

A combination display of both a crosstab and a chart (pie, line, bar, and so on) that remain synchronized during filtering, drill down, and slice and dice operations.

Stacked Bar Display

A chart that shows relative proportions of parts to the whole and the relationship between the parts in a stacked bar format.

Three-Dimensional Bar Display

A chart that shows relationships between two or more variables. Use to analyze large quantities of data that are difficult to interpret otherwise.

Time-Based Partitioned Cube

A cube that combines multiple time-segmented PowerCubes based on the structural information in a control cube.

Topic

The data items evaluated by an agent to determine whether a business event occurred.

Trend

A method of forecasting based on the linear regression technique of time series forecasting. Trend forecasting is most reliable when the driving factors of your business affect your measures in a linear fashion.

Vertical Axis

The y-axis on a display.

Index

Symbols

Numerics

A

B

C